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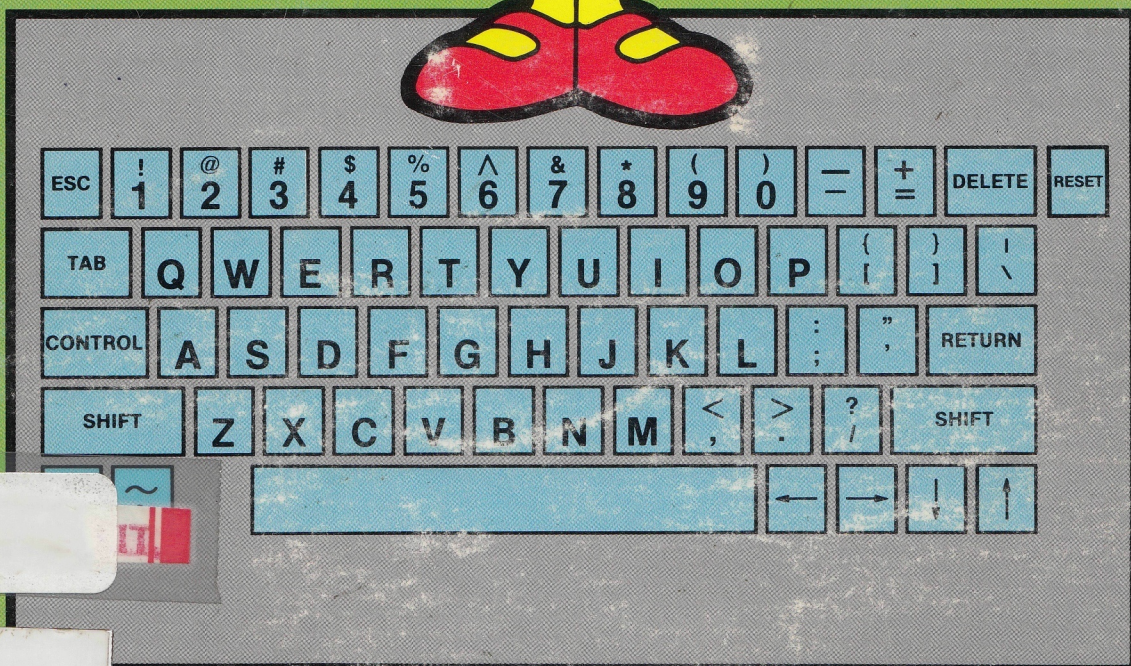
KEYBOARDING

Grades 3-8, Ages 8-14



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“Stick Out Your Neck” Series

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FEEMAN

Key in on keyboarding

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To Clarus M. Judy - who recognized the value of keyboarding before the word existed! Many thanks and much love.

ABOUT THIS BOOK . . .



PURPOSE

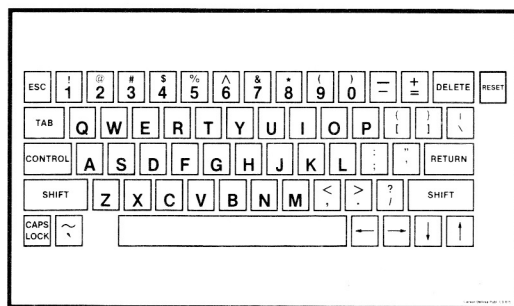
Up until this time, there have not been many texts aimed at the young student population in the area of keyboard mastery. **Key In On Keyboarding** is intended to fill this void. The primary purpose of this text is to facilitate the mastery of keyboarding for the elementary/middle school student. We must remember that keyboarding is an essential skill if students are to efficiently use the computer as a tool in their learning.

ORGANIZATION

Key In On Keyboarding is organized into three sections--the alphabetic keys, skill building, and the numeric-symbol keys.

There are twenty-eight lessons in the alphabetic section. In each of the lessons following the presentation of the home-row keys, only one new key reach is presented. Along with the new key reach, each lesson also focuses on good keyboarding techniques. This approach has been taken so that the student's task is simple and clearly defined. Concentrating on only one new key per lesson will make possible a gradual mastery of the entire keyboard.

Each lesson is divided into five parts. There is a WARM-UP REVIEW section, which enables the student to practice key reaches already presented. Next, THE NEW KEY section provides controlled drill of each new key reach. BUILDING WORDS is the section in which new words are keyed using the new reach learned. The next section is PHRASES or SENTENCES, which also integrates the new key reach. The final section, LET'S CHECK, enables the student to measure progress made.



Keyboard

In the skill building section, there are six lessons. The purpose of this section is to enable the student to establish good control over the alphabetic key reaches. Correct techniques continue to be emphasized as they are most important in skill development. This section is included to give the student extra time for mastery of the alphabetic key reaches before moving to the numeric-symbol keys.

There are thirteen lessons in the numeric-symbol section. Each lesson is set up such that two key reaches are presented. The top half of the lesson teaches the numeric key, and the bottom half of the lesson teaches the symbol key which corresponds to the numeric key presented in the previous lesson. In this way, the student is learning one new reach (the number reach) and one familiar reach in which a new character is learned by using the shift key (the symbol of the previously taught number key). For example: Lesson 35 presents the 7 key; Lesson 36 presents the 3 key (a new reach) and the & symbol (using the 7 reach with a shift).

The method for teaching number and symbol keys is the third-row-home method. This method was chosen specially to make key reaches easy for younger students. The students move their hands from the normal home-row position (second row) to the third-row-home position. Reaches to the number row thus become much like those of reaches learned previously. It is important that the student experience ease in learning, success in skill development, and confidence in his/her ability to master the keyboard. This method was chosen with these goals in mind.

Directions:

- Key the first line once with your teacher.
- Repeat at least twice by yourself.
- Return twice.
- Repeat the same steps for each line which follows.



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```
1 ee 33 ee 33 ee 33 ee 33 ee 33 ee 33
  ee 33 ee 33 ee 33 ee 33 ee 33 ee 33
  ee 33 ee 33 ee 33 ee 33 ee 33 ee 33
```

2 ee 33 ee e3e ee 33 ee e3e ee 33 e3e
ee 33 ee e3e ee 33 ee e3e ee 33 e3e
ee 33 ee e3e ee 33 ee e3e ee 33 e3e

3 e3e e3e 3ee 3ee e33 e33 e3e e3e e3e
e3e e3e 3ee 3ee e33 e33 e3e e3e e3e
e3e e3e 3ee 3ee e33 e33 e3e e3e e3e

4 eee 333 eee e3e e3e 333 eee 3ee 3ee
 eee 333 eee e3e e3e 333 eee 3ee 3ee
 eee 333 eee e3e e3e 333 eee 3ee 3ee

5 There were 33 students in my class.
6 Of the 3, Chris was 3 times faster.
7 There are 3 boys and no girls here.
8 The 3 of you rode to the 3rd floor.
9 Which of us 3 will be finished 3rd?

10 uu && uu && uu && uu && uu && uu &&
 uu && uu && uu && uu && uu && uu &&
 uu && uu && uu && uu && uu && uu &&

11 uu ḡḡ uu uḡu uu ḡḡ uu uḡu uu ḡḡ uḡu
uu ḡḡ uu uḡu uu ḡḡ uu uḡu uu ḡḡ uḡu
uu ḡḡ uu uḡu uu ḡḡ uu uḡu uu ḡḡ uḡu

12 ၁၆၁ ၁၆၁ ၆၁၁ ၆၁၁ ၁၆၆ ၁၆၆ ၁၆၁ ၁၆၁ ၁၆၁
 ၁၆၁ ၁၆၁ ၆၁၁ ၆၁၁ ၁၆၆ ၁၆၆ ၁၆၁ ၁၆၁ ၁၆၁
 ၁၆၁ ၁၆၁ ၆၁၁ ၆၁၁ ၁၆၆ ၁၆၆ ၁၆၁ ၁၆၁ ၁၆၁

13 uuu ddd uuu udu udu ddd uuu ddu ddu
 uuu ddd uuu udu udu ddd uuu ddu ddu
 uuu ddd uuu udu udu ddd uuu ddu ddu

14 Smith & Bradley do accounting work.
15 Jackson & Son do work for the home.
16 Computers & You is a local company.
17 They bought shares of MHS&K stocks.
18 The company name is You & Learning.

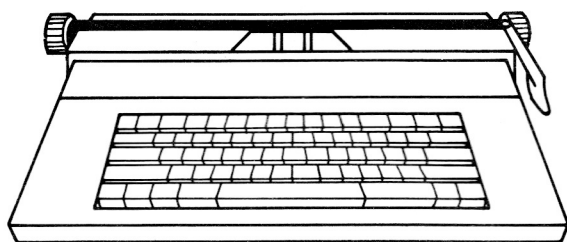
1	2	3	4	5	6	7
---	---	---	---	---	---	---

A unique feature of **Key In On Keyboarding** is the seven-word-per-line length. You will find that most keyboarding or typing books use a ten-word-per-line length. The seven-word, or thirty-five-key-stroke length, is used so that younger students will have no problem with tracking. Younger students also tend to measure their own progress by the number of lines typed. By using a shorter line length, the students are able to type more lines, thus gaining a feeling of achievement.

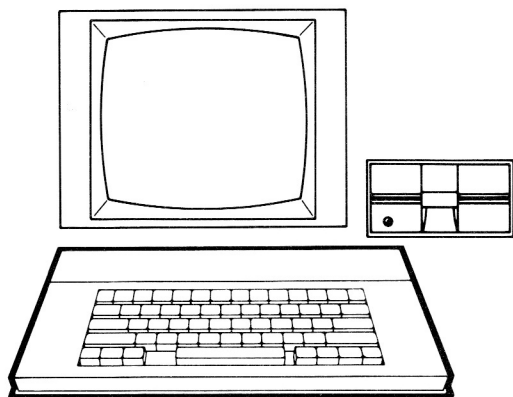
Along with the content area, technique builders and motivational comments are included throughout. These are used to keep the student's interest and continually remind the student of the importance of correct technique.

It is suggested that each lesson be covered within a thirty-fourty minute period. The lessons are presented in a simple to complex fashion, so each lesson should be practiced in the order given. Extra drill on the NEW KEY section and on BUILDING WORDS would be beneficial for some students and is left to the discretion of the teacher.

The intent of the LET'S CHECK section of each lesson is to give the students a means for measuring their own progress. It might also be used by the teacher on occasion to check the students' progress.



Typewriter



Computer System

Keyboarding is a skill area; like the acquisition of other skills, keyboarding takes frequent practice. Lessons should be scheduled a minimum of three times per week. Because students will be learning on a variety of machines (typewriters/computers), the instructor should demonstrate proper use of equipment.

STUDENT EVALUATION

Our goal is to make the student confident and comfortable at the keyboard. Correct techniques are the most important aspect of skill development. Our immediate goal is neither speed nor accuracy; we want correct techniques, and the accuracy and speed will come as a result of practice with those correct techniques.

The teacher must evaluate the student through observation of each student's techniques at the keyboard. This evaluation would be a subjective one on the teacher's part. **REMEMBER:** The most important element in gaining keyboarding skill is **CORRECT TECHNIQUE.**

Be careful not to place too much emphasis on the **LET'S CHECK** section. It is to be used primarily as a reinforcement for students. It is not to be used by the teacher as a means for evaluating the student.

STUDENT MOTIVATION

Keyboarding is a skill which takes much drill and practice to master. Drill is provided; however, this is not enough to keep a young student interested. Through the use of characters speaking to the student in a positive, friendly manner, interest is created.

Direction is given to the student through the use of clearly defined goals within each lesson. Students gain immediate feedback concerning their progress in each lesson in the **LET'S CHECK** section.

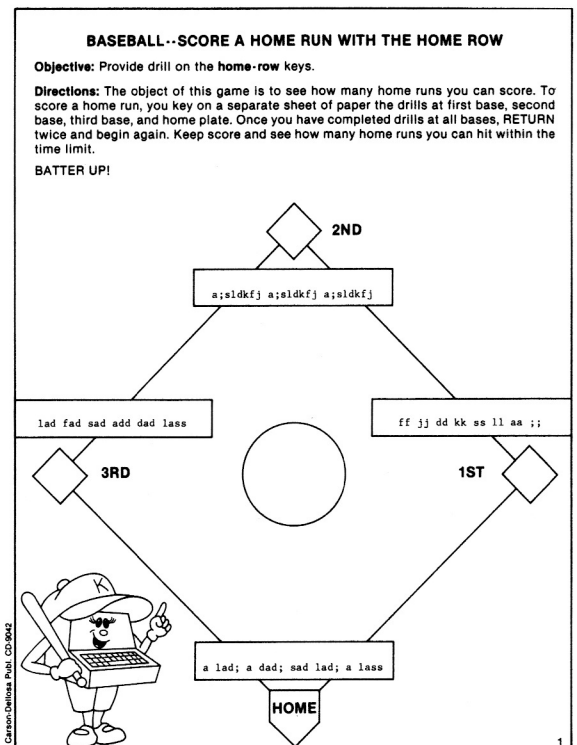
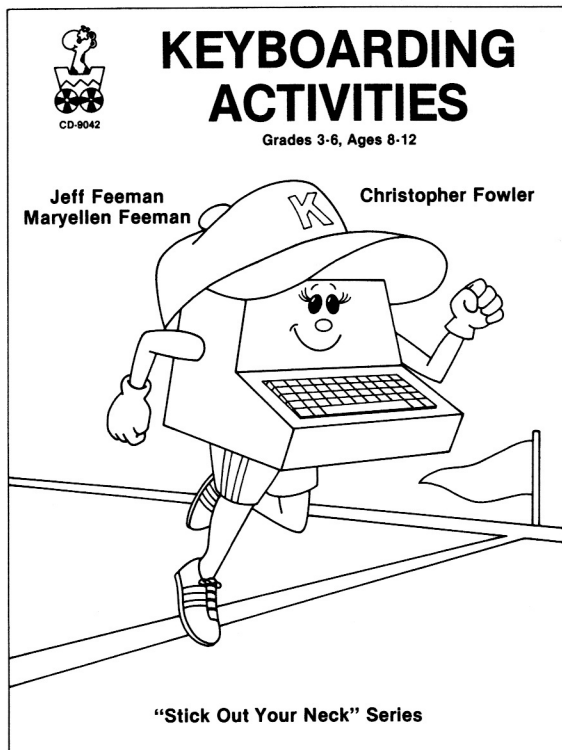
If the student or teacher wishes to measure speed, each whole line keyed is equal to thirty-five strokes or seven words (five keystrokes per word). Partially keyed lines are figured by using the numbers on the word-count line below the LET'S CHECK section. The word-count line is also included at the bottom of the page of the other lessons in the book, should the teacher or student want it for reference.

1	2	3	4	5	6	7
---	---	---	---	---	---	---

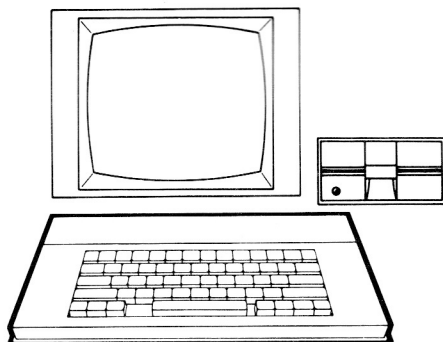
Word-count Line

The accompanying **Keyboarding Activities** workbook provides the students with activities to which they can relate while practicing keyboarding drills. Charts and awards are included to provide the students with periodic reinforcement and to reward their accomplishments.

Keyboarding Activities cover and sample activity page



PREFACE



Computer System

WHAT DO YOU MEAN--KEYBOARDING?

Keyboarding is putting data, or information, into a machine (typewriter, computer, or word processor) by using a typewriter-like keyboard.

With the ever-increasing availability of computers to students of all ages, the ability to keyboard is fast becoming a required basic skill. One must be able to use the keyboard accurately and quickly in order to operate the computer with ease and efficiency.

HOW DO KEYBOARDING AND TYPEWRITING DIFFER?

Keyboarding is the correct stroking of the alphabetic, numeric, and symbol keys on the keyboard. Typewriting is the correct arrangement of letters, tables, and reports. Keyboarding emphasizes the manipulation of the keys; typewriting covers keyboarding and goes beyond to the arrangement of the material on the printed page.

WHY TEACH KEYBOARDING?

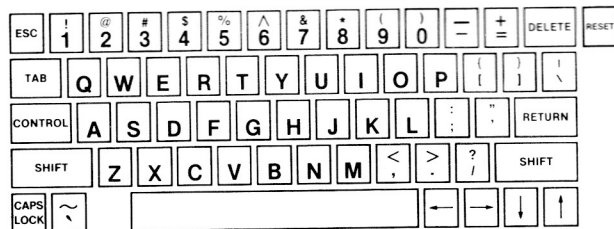
Students are going to be using the computer as a tool to solve problems, to write creatively, and to facilitate the learning of present subject matter. The mastery of keyboarding will enable the student to concentrate on the task at hand, rather than search for the correct keys.

WHEN SHOULD KEYBOARDING BE TAUGHT?

Keyboarding can be taught at an early stage of the student's school life if the materials are easy to understand and the keyboard is easy to manipulate.

The materials in **Key In On Keyboarding** and **Keyboarding Activities** are designed for students from the third to eighth grades. They are clearly written and specially designed to keep the interest of students in this age group.

TO THE TEACHER



Keyboard

HOW DO I BEGIN A LESSON?

The method for introducing new key reaches is suggested below:

- Display and refer to a keyboard chart in your classroom.
- Use the chart to show new key reaches and correct fingering.
- Have students make reaches at their desks using a cardboard keyboard, if available, as you dictate the reaches.

(These keyboards are available by mail order through Carson-Dellosa Publishing Co., Inc., or through your local school supply dealer.)

This method involves many senses. The students first look at the reach, hear the teacher's voice, and touch the correct key. Following this short introduction, they are prepared to key by touch (without looking at the keyboard) when you take them to the keyboards.

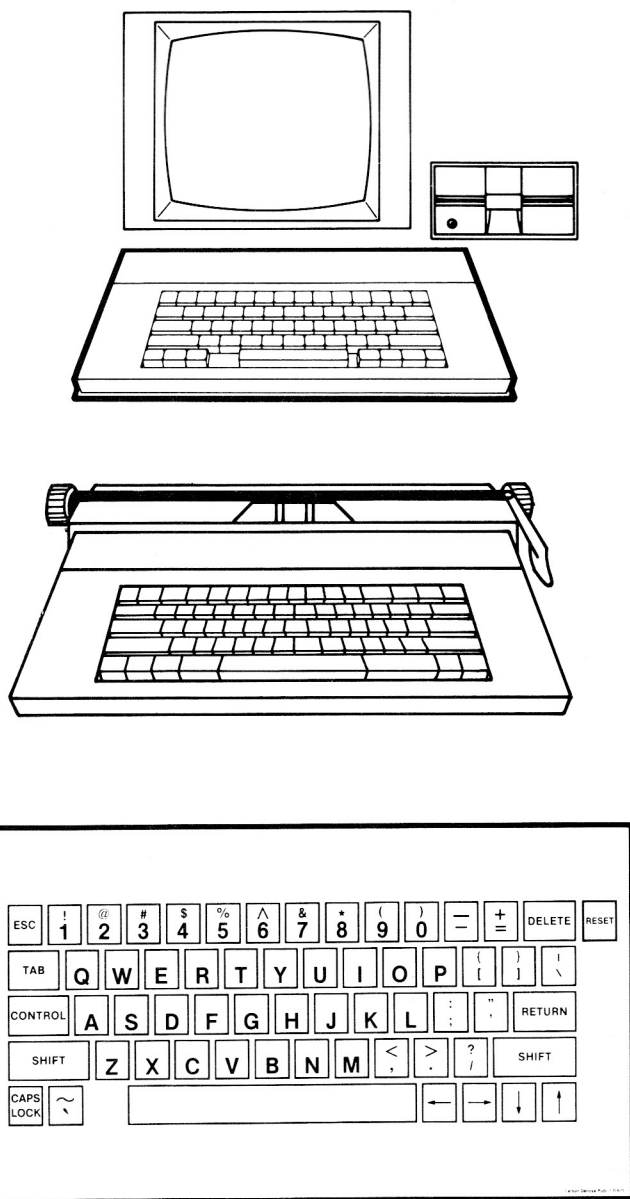
WHAT DO I DO NEXT?

After introducing the lesson, take students to actual keyboards to key the lesson. Students need plenty of drill at the keyboard. The teacher should be an active participant in the keyboarding classroom in these ways:

- Dictating and pacing drills--dictate a line and then let students practice.
- Demonstrating correct techniques.
- Checking for proper techniques.

To vary the routine of drill and practice, the teacher can periodically make use of activities provided in the **Keyboarding Activities** book.

Machines suggested for teaching keyboarding



Keyboarding Model

WHAT DO I NEED TO KNOW?

We suggest that keyboarding be taught on electric typewriters or on microcomputers with word processing software. You will need to be familiar with the unique characteristics of the machine you are using. You should first familiarize yourself with the machine by reading the operating manuals. You should then be able to tell students how to do these operations:

- Insert paper or print a copy of a drill or exercise.
- Get started using the word processing software (for microcomputers).
- Set the margins you desire for drills.

Little time and attention should be given to “typewriting” applications such as setting margins, centering, and figuring tabulations, as the goal of keyboarding is that the student be confident, comfortable, and able to key by touch.

Remember that the keyboards used may vary slightly from the model presented here, especially the symbol keys. Be prepared to point out such variations to the student.

KEYBOARDING IS FUN

The teacher’s positive attitude plays an important role in the success of the student. Keyboarding can be fun to learn and also fun to teach. You will enjoy seeing the progress your students make. GOOD LUCK!!

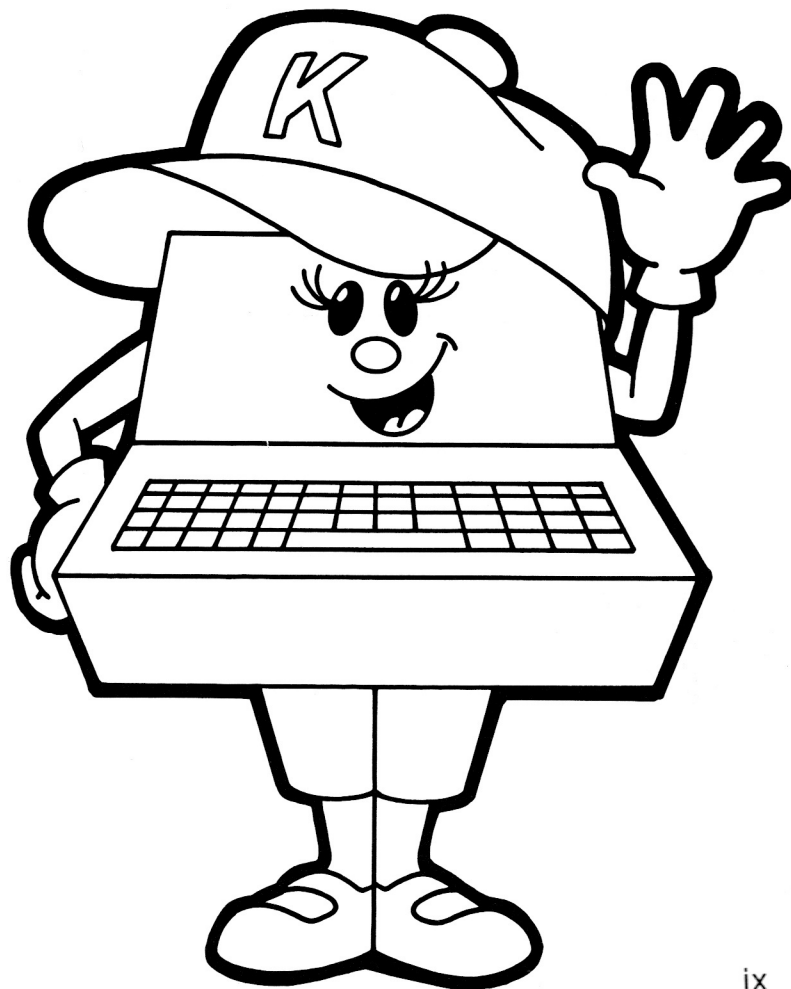
INTRODUCING . . .SUPER K!!

HELLO! I'm SUPER K, your keyboard coach, and I am fast and accurate at the keyboard. I think that keyboarding is a skill that EVERYONE can use; I would like to show you just how to keyboard well.

You may have already met my friend, MR. HIGH T, in other books in the **Computers GOTO School** series. He says that people who work with computers have more fun if they know how to keyboard. He always sends his students to me to learn the correct way to keyboard.

Follow me through **Key In On Keyboarding**. I'll keep reminding you how to keyboard correctly, and before you know it, you'll be a "pro."

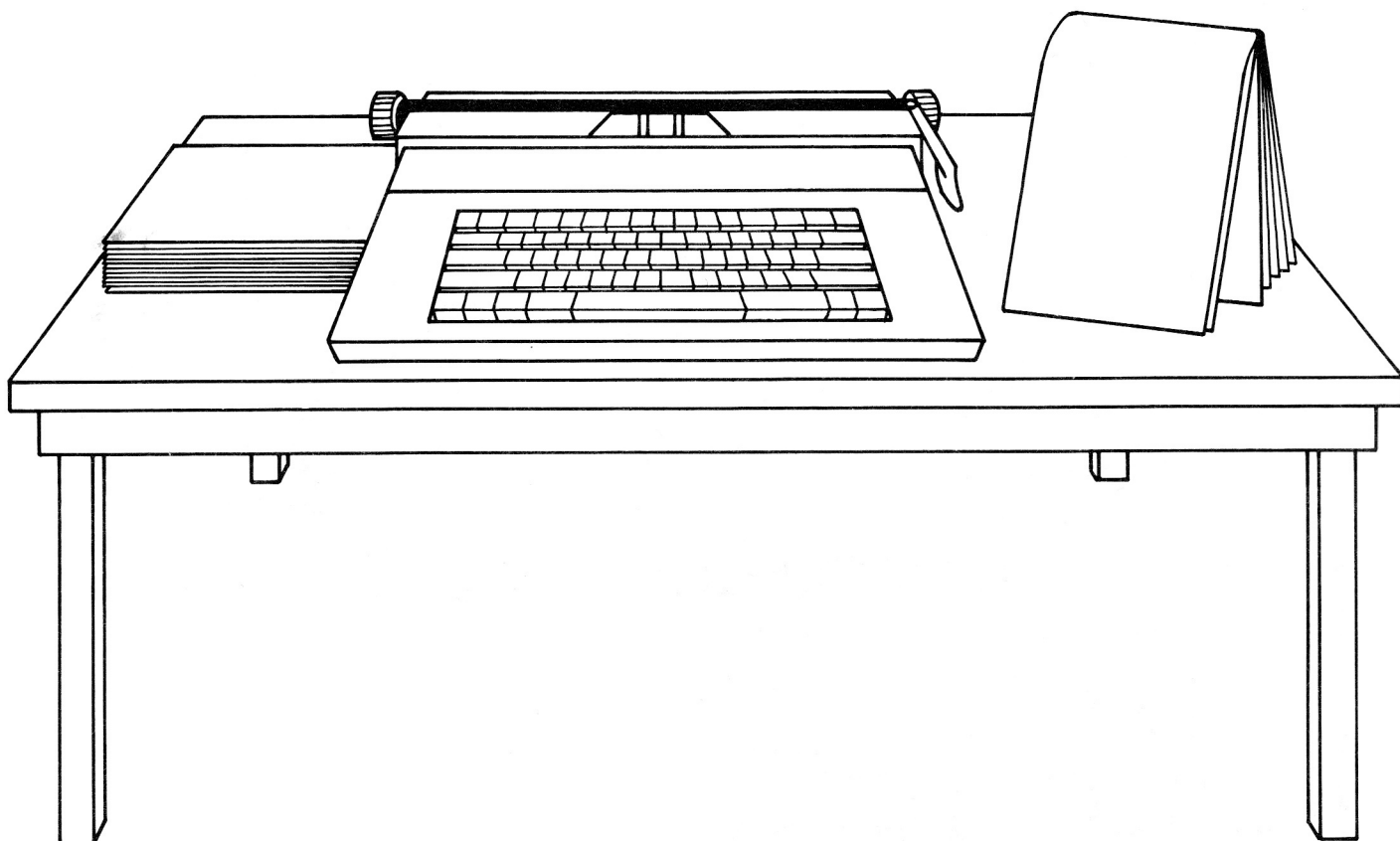
Okay! I know you're ready; let's get started!



GETTING READY

ARRANGE WORK AREA BEFORE BEGINNING USING THE TYPEWRITER

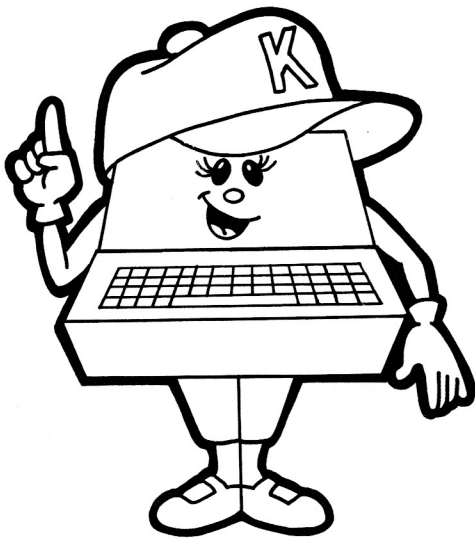
1. Paper to be used is placed to the left of your typewriter.
2. Typewriter should be pulled forward so that it is even with the front of your table.
3. Instruction book is elevated for easy reading at the right of your typewriter.
4. Table is clear of all unneeded materials.
5. One sheet of paper is now inserted into the typewriter.
6. Typewriter is turned on to begin the lesson.



GETTING READY

ARRANGE WORK AREA BEFORE BEGINNING USING THE COMPUTER

1. Printer is placed to the left of the computer if you have a printer at your station.
2. Computer keyboard should be pulled forward, even with the front of your table.
3. Word processing disk is inserted into the disk drive.
4. Instruction book is elevated for easy reading at the right of your computer. If you have a separate disk drive, the book is in front of the disk drive.
5. Table is clear of all unneeded materials.
6. Computer is turned on to begin lesson.



"I shudder when there is clutter."

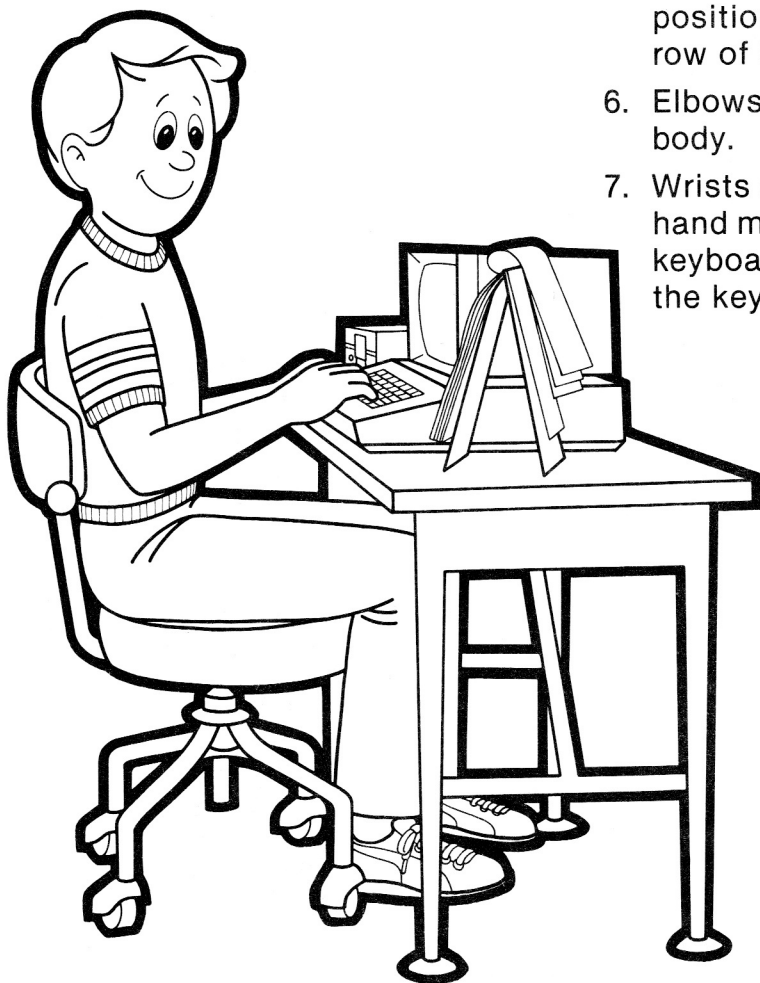


KEYBOARDING POSTURE

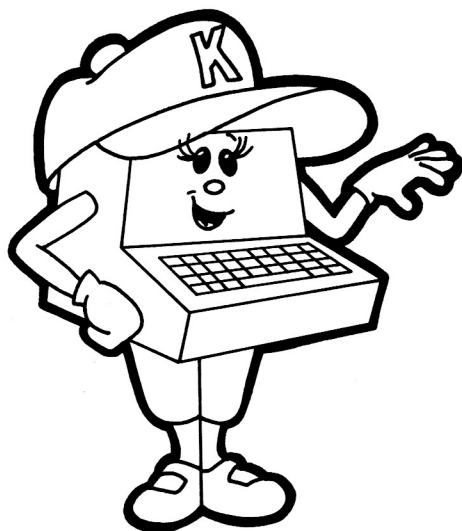
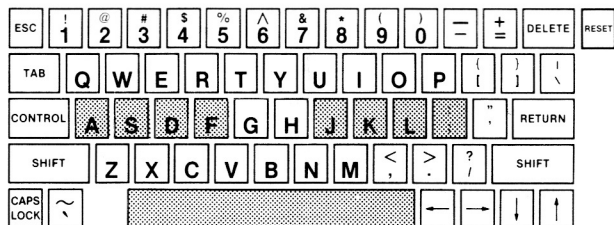
In order to have fun working at the keyboard, you must sit straight and tall. This is called using correct posture. Correct posture makes it easier for you to practice at the keyboard. Your posture will help you key faster and with fewer mistakes.

REMEMBER THESE STEPS FOR CORRECT POSTURE:

1. Eyes are on your keyboarding book.
2. Back is straight and leaning slightly forward in the chair.
3. Body is centered in front of the keyboard.
4. Feet are apart and flat on the floor.
5. Fingers should be slightly curved and positioned on the home keys (second row of keys).
6. Elbows are relaxed and held near your body.
7. Wrists should be held low, but the lower hand must be just above the frame of the keyboard. NEVER rest the lower hand on the keyboard frame.



GETTING STARTED



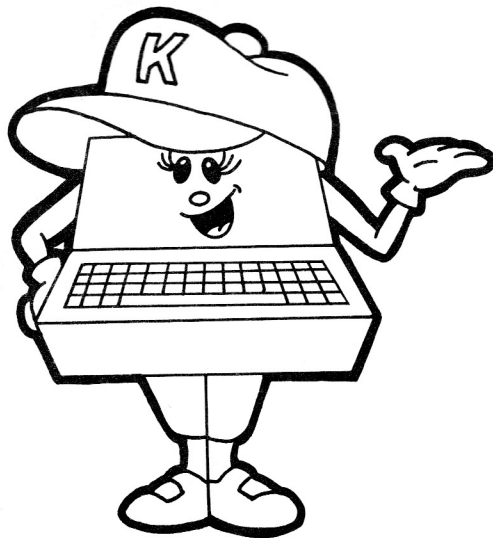
“Can you ‘feel’ home keys without looking? Your goal is to keyboard by touch!!”

A. Finding Home Keys and Space Bar

The goal of this book is to teach you to keyboard without looking at the keys. To do this, certain fingers must strike certain keys. **Home row** is the place where you start. Your fingers rest here until you begin to key a certain letter. Home-row keys for your left hand are **F D S A**, and home-row keys for your right hand are **J K L ;**.

Follow these steps for learning home row:

1. Place the little finger of your left hand on the **A** key, and then place your other fingers on the **S**, **D**, and **F** keys. Now place the little finger of your right hand on the ; key, and then place your other fingers on the **L**, **K**, and **J** keys.
2. Lift each finger beginning with the little finger of your left hand and say the name of each key as you touch it. Repeat several times with your teacher.
3. Using good typing posture, place your hands on home row, keeping your fingers slightly curved. Only fingertips touch the keyboard; the palms of your hands are slightly above the keyboard case. Your right thumb rests gently in the middle of the space bar.
 - a) Take your hands off home-row keys and place them in your lap.
 - b) Place hands in home-row position again.
 - c) Place hands on lap; close eyes, find home row again; check to see if you were right.
 - d) Repeat step c as your teacher says, "On lap, home row, check." Do this several times until you have a "feel" of home-row keys.



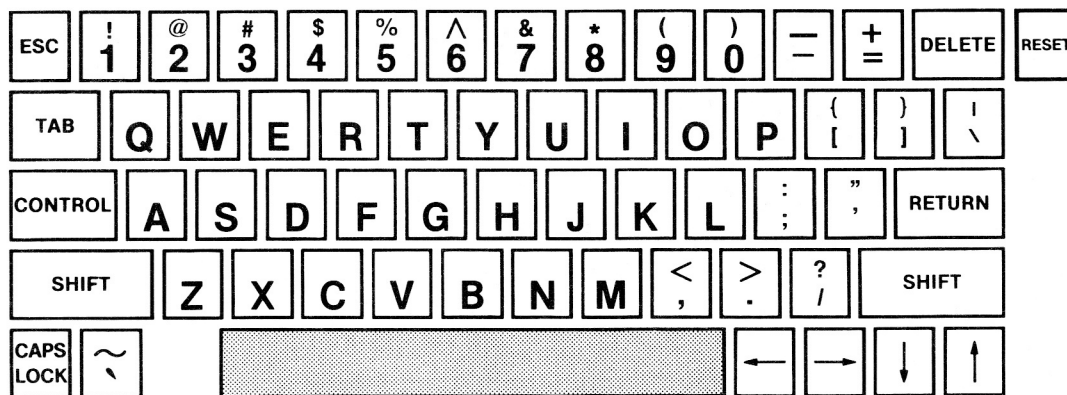
“Remember to strike the SPACE BAR with your right thumb — down, then back to position quickly.”

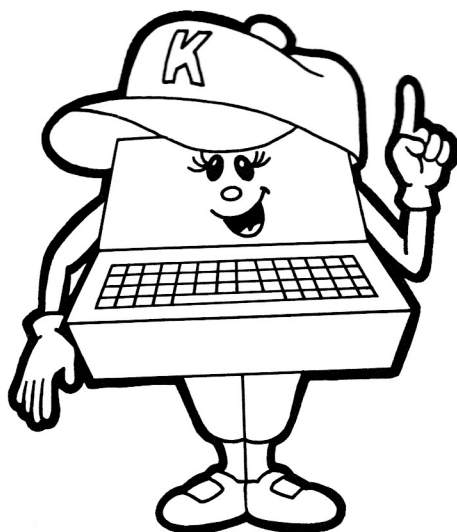
B. Striking the Space Bar

The space bar is used to insert a space between words. With your fingers on home-row keys, place your right thumb just above the center of the space bar. Your left thumb never does any work; it stays out of the way. When you are told to space, tap the space bar in the center with your right thumb, and bring your thumb back up. Your thumb goes down and then up quickly. Here's some practice for you:

Space, space twice, space, space, space twice, once, twice, once, once, twice, three times.

Do not hold the space bar. On most microcomputers and electric typewriters the space bar repeats if it is held down. Try holding the space bar down to see if yours repeats.





“Remember to tap the RETURN and release quickly.”

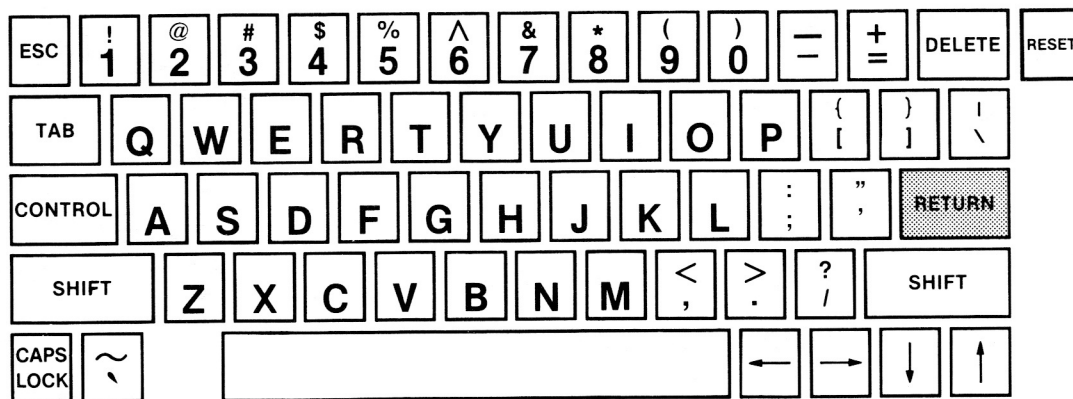
C. Striking the RETURN key

The RETURN key is used to return to the beginning of a new line. Here's how to operate the RETURN key. With the little finger of your right hand, reach to RETURN, lightly tap the key, and quickly put your fingers back to home-row position.

Now try this drill:

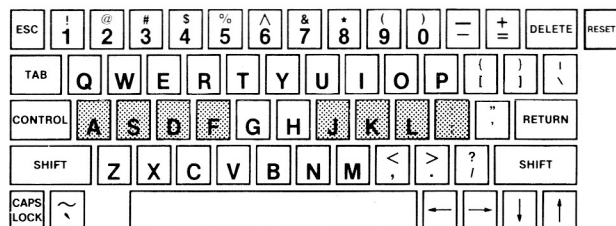
Space once, twice, once, twice, RETURN
(Fingers go back to home keys and repeat.)
Space once, twice, once, twice, RETURN
Space once, twice, once, twice, RETURN

RETURN is also a repeating key on electric typewriters and microcomputers. If you hold the key instead of tapping and returning to home row, you move the paper or the screen forward repeatedly. Remember to hit the RETURN and release quickly.



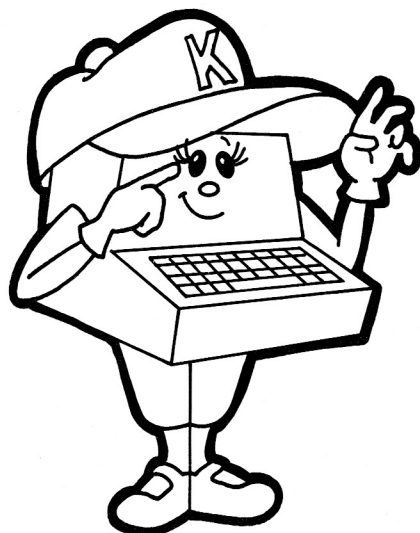
LESSON 1

HOME-ROW KEYS



Directions:

- Key the first line in each group with your teacher.
- Key the next two lines by yourself. Think and say each letter to yourself as you key.
- If you finish early, repeat the section until your teacher begins a new line.



"Your fingers do the moving. Eyes are on the book."

1A THE F AND J KEYS

1 ff jj ff jj ff jj ff jj ff jj ff jj
 ff jj ff jj ff jj ff jj ff jj ff jj
 ff jj ff jj ff jj ff jj ff jj ff jj

2 ff jj ff jj ff jj f j f j f j f j f j f j
 ff jj ff jj ff jj f j f j f j f j f j f j
 ff jj ff jj ff jj f j f j f j f j f j f j

3 ff jj ff jj ff jj f j f j f j f j f j f j
 ff jj ff jj ff jj f j f j f j f j f j f j
 ff jj ff jj ff jj f j f j f j f j f j f j

1B THE D AND K KEYS

4 dd kk dd kk dd kk dd kk dd kk dd kk
 dd kk dd kk dd kk dd kk dd kk dd kk
 dd kk dd kk dd kk dd kk dd kk dd kk

5 dd kk dd kk dd kk dk dk dk dk dk dk
 dd kk dd kk dd kk dk dk dk dk dk dk
 dd kk dd kk dd kk dk dk dk dk dk dk

6 dd kk dd kk dd kk d k d k d k d k d k d k
 dd kk dd kk dd kk d k d k d k d k d k d k
 dd kk dd kk dd kk d k d k d k d k d k d k

1C THE S AND L KEYS

7 ss ll ss ll ss ll ss ll ss ll ss ll
 ss ll ss ll ss ll ss ll ss ll ss ll
 ss ll ss ll ss ll ss ll ss ll ss ll

8 ss ll ss ll ss ll sl sl sl sl sl sl
 ss ll ss ll ss ll sl sl sl sl sl sl
 ss ll ss ll ss ll sl sl sl sl sl sl

9 ss ll ss ll ss ll s l s l s l s l s l s
 ss ll ss ll ss ll s l s l s l s l s l s
 ss ll ss ll ss ll s l s l s l s l s l s

1D THE A AND ; KEYS

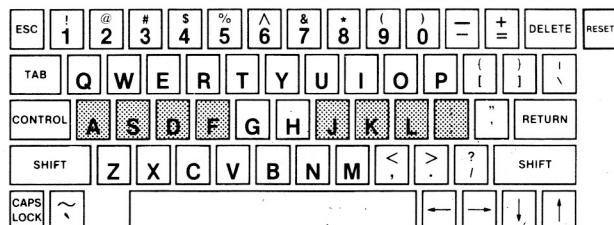
10 aa ;; aa ;; aa ;; aa ;; aa ;; aa ;;
 aa ;; aa ;; aa ;; aa ;; aa ;; aa ;;
 aa ;; aa ;; aa ;; aa ;; aa ;; aa ;;

11 aa ;; aa ;; aa ;; a ; a ; a ; a ; a ; a ;
 aa ;; aa ;; aa ;; a ; a ; a ; a ; a ; a ;
 aa ;; aa ;; aa ;; a ; a ; a ; a ; a ; a ;

12 aa ;; aa ;; aa ;; a ; a ; a ; a ; a ; a ;
 aa ;; aa ;; aa ;; a ; a ; a ; a ; a ; a ;
 aa ;; aa ;; aa ;; a ; a ; a ; a ; a ; a ;

LESSON 2

THE HOME ROW REVIEWED



Directions:

WARM-UP

- Key each line twice.
- Then return twice before starting a new line.

BUILDING WORDS

- Key the first line with your teacher.
- Key that line at least twice more by yourself.
- Return twice.
- Repeat steps for the remaining lines.

PHRASES

- Key the first line with your teacher.
- Key that line twice by yourself.
- Return twice.
- Repeat steps for remaining lines.

If you finish keying a line in the above sections before the teacher begins to dictate a new line, continue to key that line.

LET'S CHECK

- Try to keyboard these words in one minute.
- If you finish before time is called, key the lines again.
- Figure your words per minute by using the word-count line below this section. (There are seven words in a full line. Partial lines are figured by the number below the last stroke keyed.)

"Sit straight in your seat. Lean forward just a little."

2A WARM-UP REVIEW

1 ff jj dd kk ss ll aa ;; ss ll dd kk
 2 fj dk sl a; fj dk sl a; fj dk sl a;
 3 f j d k s l a ; f j d k s l a ; f j
 4 fdsa jkl; fdsa jkl; fdsa jkl; fj dk

2B BUILDING WORDS

5 aa ll ll all all ff aa ll fall fall
 6 all all all fall fall fall all fall
 7 aa ss as as as aa dd dd ad add adds
 8 aa ss kk ask ask aa ss kk asks asks
 9 ll aa dd lad lad aa dd ss dads dads

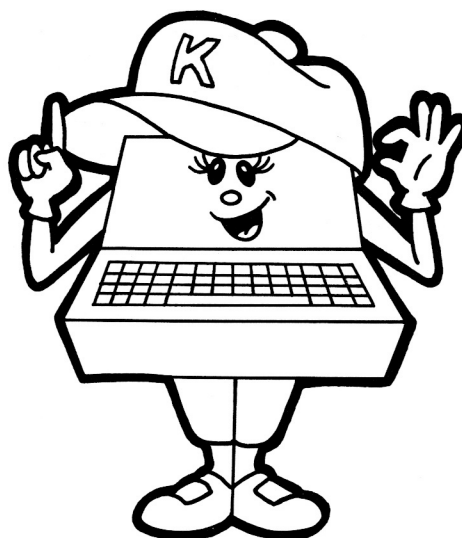
2C PHRASES

10 ask dad; ask a lad; ask a lass; ask
 11 a sad fad; a sad lad; a sad dad; ad
 12 lads fall; all lads fall; dad falls
 13 as a lad falls; as a sad lad falls;
 14 lads fall; dads fall; all lads fall
 15 all dads fall; ask a dad; ask a lad
 16 as a sad dad falls; a sad lad falls
 17 a fall ad; all ads fall; add a fall

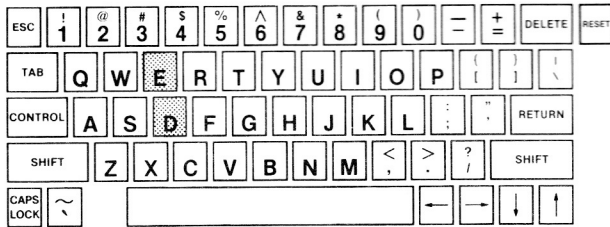
2D LET'S CHECK

18 dad asks a sad lad; a sad lad falls
 19 dads ask lads; a dad asks; sad lads

1 2 3 4 5 6 7



LESSON 3 THE E KEY



Use the D finger.

Directions:

WARM-UP

- Key each line twice.
- Then return twice before starting a new line.

THE NEW KEY

- Key the first line of each section with your teacher.
- Finish the next two lines by yourself.
- Return twice.
- Repeat these steps for remaining sections.

BUILDING WORDS

- Key the first line with your teacher.
- Key that line at least twice more by yourself.
- Return twice.
- Repeat steps for the remaining lines.

PHRASES

- Key the first line with your teacher.
- Key that line twice by yourself.
- Return twice.
- Repeat steps for remaining lines.

If you finish keying a line in the above sections before the teacher begins to dictate a new line, continue to key that line.

LET'S CHECK

- Try to keyboard these words in one minute.
- If you finish before time is called, key the lines again.
- Figure your words per minute by using the word-count line below this section. (There are seven words in a full line. Partial lines are figured by the number below the last stroke keyed.)

3A WARM-UP REVIEW

1 ff jj ff jj ff jj ff jj fj fj fj fj
2 dd kk dd kk dd kk dd kk dk dk dk dk
3 ss ll ss ll ss ll ss ll sl sl sl sl
4 aa ;; aa ;; aa ;; aa ;; a; a; a; a;

3B THE NEW KEY—E

5 dd ee dd ee dd ee dd ee dd ee dd ee
dd ee dd ee dd ee dd ee dd ee dd ee
dd ee dd ee dd ee dd ee dd ee dd ee
6 dd ee dd ded dd ee dd ded dd ee ded
dd ee dd ded dd ee dd ded dd ee ded
dd ee dd ded dd ee dd ded dd ee ded
7 ded ded edd edd dee dee ded ded ded
ded ded edd edd dee dee ded ded ded
ded ded edd edd dee dee ded ded ded
8 ddd eee ddd ded ded eee ddd edd edd
ddd eee ddd ded ded eee ddd edd edd
ddd eee ddd ded ded eee ddd edd edd

3C BUILDING WORDS

9 e e e el el ed ed led led fled fled
10 e e e jell jell fell fell sell sell
11 e e e ale ale sale sale eel eel eel
12 e e e feel feel deal deal seal seal
13 e e e seek seek seed seed feed feed

3D PHRASES

14 a seal sale; seek a deal; see a sea
15 a sled led; a seed fell; seals feel
16 fall sales; jell a salad; feed lads
17 eels see; eels feel; feel eels; eel

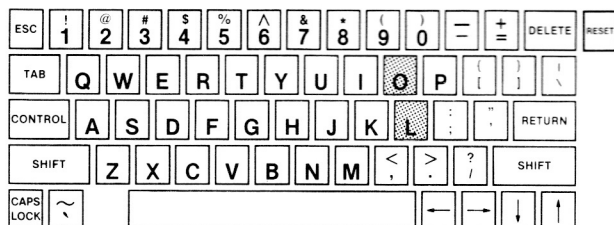
3E LET'S CHECK

18 a lad feels sad; dad sees a sad lad
19 sleek eels feel sad; a deal; a sale

1	2	3	4	5	6	7
---	---	---	---	---	---	---

LESSON 4

THE O KEY



Use the L finger.

Directions:

WARM-UP

- Key each line twice.
- Then return twice before starting a new line.

THE NEW KEY

- Key the first line of each section with your teacher.
- Finish the next two lines by yourself.
- Return twice.
- Repeat these steps for remaining sections.

BUILDING WORDS

- Key the first line with your teacher.
- Key that line at least twice more by yourself.
- Return twice.
- Repeat steps for the remaining lines.

PHRASES

- Key the first line with your teacher.
- Key that line twice by yourself.
- Return twice.
- Repeat steps for remaining lines.

If you finish keying a line in the above sections before the teacher begins to dictate a new line, continue to key that line.

LET'S CHECK

- Try to keyboard these words in one minute.
- If you finish before time is called, key the lines again.
- Figure your words per minute by using the word-count line below this section. (There are seven words in a full line. Partial lines are figured by the number below the last stroke keyed.)

4A WARM-UP REVIEW

1 eee ded deed lead fled sled led eel
 2 ask a dad a deed; a fad fled; a lad
 3 a lass asks a dad; as a seed falls;
 4 jell a salad; jade; fake jade; jell

4B THE NEW KEY—O

5 11 oo 11 oo 11 oo 11 oo 11 oo 11 oo 11 oo
 11 oo 11 oo 11 oo 11 oo 11 oo 11 oo 11 oo
 11 oo 11 oo 11 oo 11 oo 11 oo 11 oo 11 oo
 6 11 oo 11 lo1 11 oo 11 lo1 11 oo 11 lo1
 11 oo 11 lo1 11 oo 11 lo1 11 oo 11 lo1
 11 oo 11 lo1 11 oo 11 lo1 11 oo 11 lo1
 7 lo1 lo1 o11 o11 loo loo lo1 lo1 lo1
 lo1 lo1 o11 o11 loo loo lo1 lo1 lo1
 lo1 lo1 o11 o11 loo loo lo1 lo1 lo1
 8 111 ooo 111 lo1 lo1 ooo 111 o11 o11
 111 ooo 111 lo1 lo1 ooo 111 o11 o11
 111 ooo 111 lo1 lo1 ooo 111 o11 o11

4C BUILDING WORDS

9 o o o do do so so old old sold sold
 10 o o o odd odd does does doe doe odd
 11 o o o sod sod oak oak fold fold sod
 12 o o o loss loss floss floss old odd

4D PHRASES

13 of old; a sold old oak; do so; sold
 14 seed sod; a loss of; a loss of; old
 15 a sole; see a sole; loss of a sole;
 16 of a loss; old oaks; do see a load;
 17 loss of a loaf; odd old oak; floss;

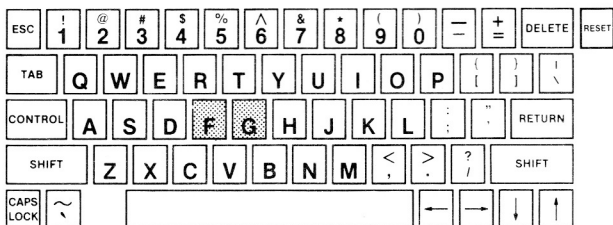
4E LET'S CHECK

18 odd old oak; sold a seed; a load of
 19 sod sells; oak seeds sold; sell sod

1	2	3	4	5	6	7
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LESSON 5

THE G KEY



Use the F finger.

Directions:

WARM-UP

- Key each line twice.
- Then return twice before starting a new line.

THE NEW KEY

- Key the first line of each section with your teacher.
- Finish the next two lines by yourself.
- Return twice.
- Repeat these steps for remaining sections.

BUILDING WORDS

- Key the first line with your teacher.
- Key that line at least twice more by yourself.
- Return twice.
- Repeat steps for the remaining lines.

PHRASES

- Key the first line with your teacher.
- Key that line twice by yourself.
- Return twice.
- Repeat steps for remaining lines.

If you finish keying a line in the above sections before the teacher begins to dictate a new line, continue to key that line.

LET'S CHECK

- Try to keyboard these words in one minute.
- If you finish before time is called, key the lines again.
- Figure your words per minute by using the word-count line below this section. (There are seven words in a full line. Partial lines are figured by the number below the last stroke keyed.)

5A WARM-UP REVIEW

1 ooo lol do so old odd does sod fold
 2 load old oak loss sole doe floss of
 3 see a sad old lass; a dad sees lads
 4 a loaf falls; jell a salad; so does
 5 fake jade; a sled led; a sale fades

5B THE NEW KEY—G

6 ff gg ff gg ff gg ff gg ff gg ff gg
 ff gg ff gg ff gg ff gg ff gg ff gg
 ff gg ff gg ff gg ff gg ff gg ff gg
 7 ff gg ff fgf ff gg ff fgf ff gg fgf
 ff gg ff fgf ff gg ff fgf ff gg fgf
 ff gg ff fgf ff gg ff fgf ff gg fgf
 8 fgf fgf gff gff fgg fgg fgf fgf fgf
 fgf fgf gff gff fgg fgg fgf fgf fgf
 fgf fgf gff gff fgg fgg fgf fgf fgf
 9 fff ggg fff fgf fgf ggg fff gff gff
 fff ggg fff fgf fgf ggg fff gff gff
 fff ggg fff fgf fgf ggg fff gff gff

5C BUILDING WORDS

10 g g g go go dog dog egg egg fog fog
 11 g g g eggs eggs good good goes goes
 12 g g g flag flag gas gas glass glass
 13 g g g leg leg sag sag jog jog go go

5D PHRASES

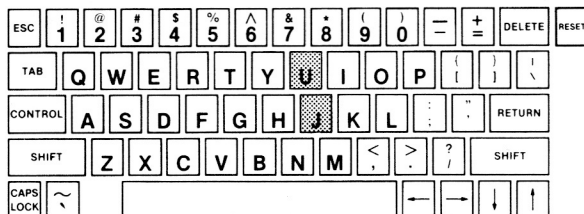
14 a good dog; of fog; a good egg goes
 15 as a dog jogs; a flag sags; so good
 16 a leg sags; eggs go; as a flag goes
 17 a glass of gas; a good dog jogs off

5E LET'S CHECK

18 loss of a dog; a good glass of eggs
 19 as flags sag; a good glass goes off

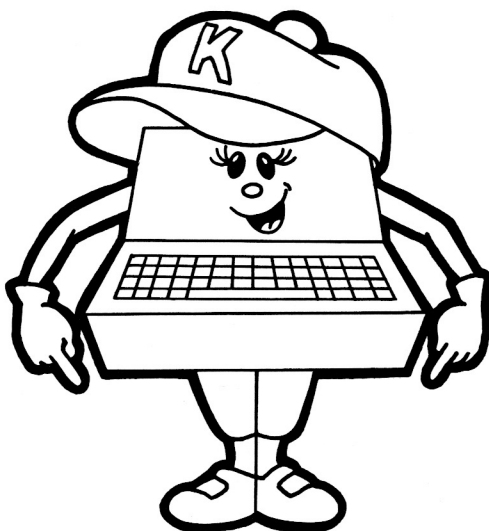
1	2	3	4	5	6	7
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LESSON 6 THE U KEY



Use the J finger.

Directions through Lesson 28 will be exactly the same as those on page 11.



“Are your feet FLAT on the floor?”

6A WARM-UP REVIEW

- 1 ggg fgf egg glass glee goes good go
- 2 seed fake salad ask fled dad do jog
- 3 old eggs; odd soles; loss of a fake
- 4 see a good lad jog; dad asks a lass

6B THE NEW KEY—U

- 5 jj uu jj uu jj uu jj uu jj uu jj uu
jj uu jj uu jj uu jj uu jj uu jj uu
jj uu jj uu jj uu jj uu jj uu jj uu
- 6 jj uu jj juj jj uu jj juj jj uu juj
jj uu jj juj jj uu jj juj jj uu juj
jj uu jj juj jj uu jj juj jj uu juj
- 7 juj juj ujj ujj juu juu juj juj juj
juj juj ujj ujj juu juu juj juj juj
juj juj ujj ujj juu juu juj juj juj
- 8 jjj uuu jjj juj juj uuu jjj ujj ujj
jjj uuu jjj juj juj uuu jjj ujj ujj
jjj uuu jjj juj juj uuu jjj ujj ujj

6C BUILDING WORDS

- 9 u u u jug jug dud dud dude dude due
- 10 u u u due due us us dug dug lug lug
- 11 u u u glue glue dull dull jugs jugs
- 12 u u u use use used used slugs slugs
- 13 u u u fluff fluff uses uses lug lug

6D PHRASES

- 14 glue a glass jug; a useful glass of
- 15 dad used a dull lug; as dusk falls;
- 16 full of fluff; a dull gull glues a;
- 17 full flasks use glass; glue a glass
- 18 a dull gull lugs a jug full of glue

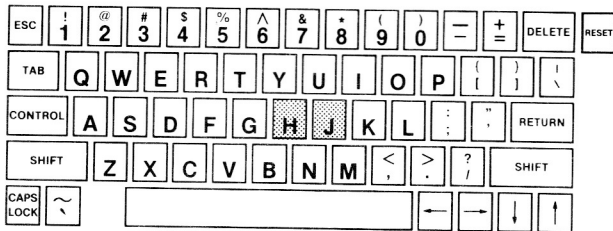
6E LET'S CHECK

- 19 use a full flask of; a jug of glass
- 20 glue a sled; see a jug full of glue

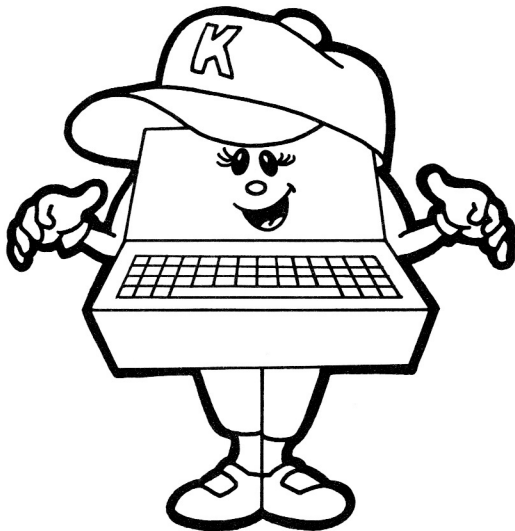
1	2	3	4	5	6	7
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LESSON 7

THE H KEY



Use the J finger.



"Elbows should be near your body.
Relax! Keyboarding is fun!!"

7A WARM-UP REVIEW

- 1 uuu juj jug jugs use uses used glue
- 2 fluff gull full dull lug us luggage
- 3 jug of gas; off all sleds; a flask;
- 4 glue a glass; of a good joke; go as

7B THE NEW KEY—H

- 5 jj hh jj hh jj hh jj hh jj hh
jj hh jj hh jj hh jj hh jj hh jj hh
jj hh jj hh jj hh jj hh jj hh jj hh
- 6 jj hh jj jhj jj hh jj jhj jj hh jhj
jj hh jj jhj jj hh jj jhj jj hh jhj
jj hh jj jhj jj hh jj jhj jj hh jhj
- 7 jhj jhj hjj hjj hjj jhh jhj jhj jhj
jhj jhj hjj hjj hjj jhh jhj jhj jhj
jhj jhj hjj hjj hjj jhh jhj jhj jhj
- 8 jjj hhh jjj jhj jhj hhh jjj hjj hjj
jjj hhh jjj jhj jhj hhh jjj hjj hjj
jjj hhh jjj jhj jhj hhh jjj hjj hjj

7C BUILDING WORDS

- 9 h h h hug hug hoe hoe heal heal has
- 10 h h h she she shade shade heed heed
- 11 h h h hush hush shush shush has has
- 12 h h h lash lash ashes ashes had had
- 13 h h h half half dash dash huge huge

7D PHRASES

- 14 a huge hole; has a hoe; a fast dash
- 15 had a huge slush; had dug off ashes
- 16 a heel of a loaf; a heel off shoes;
- 17 lashes of a lass; heed a good deed;
- 18 a glass head; he had a; she has us;

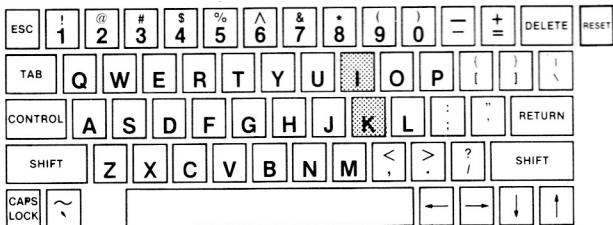
7E LET'S CHECK

- 19 shook a hook; a half loaf; glasses;
- 20 heel of a shoe; look he has a hook;

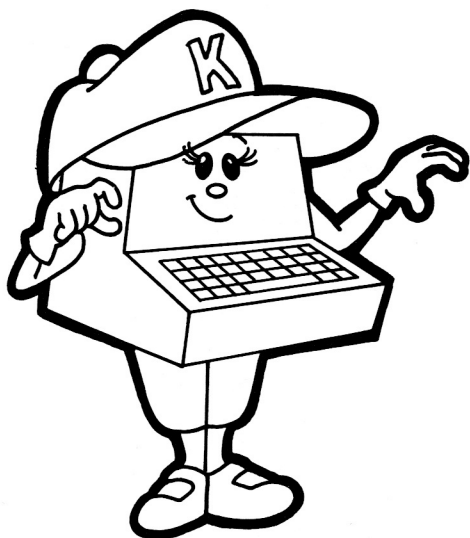
1	2	3	4	5	6	7
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LESSON 8

THE I KEY



Use the K finger.



“Curve your fingers and strike the keys quickly.”

8A WARM-UP REVIEW

- 1 hhh jhj had has hoe hole half heads
- 2 ashes lash dash flash shoe shook he
- 3 as a good egg has; hug a glass lass
- 4 add a half jug; so as she does joke

8B THE NEW KEY—I

- 5 kk ii kk ii kk ii kk ii kk ii kk ii
kk ii kk ii kk ii kk ii kk ii kk ii
kk ii kk ii kk ii kk ii kk ii kk ii
- 6 kk ii kk kik kk ii kk kik kk ii kik
kk ii kk kik kk ii kk kik kk ii kik
kk ii kk kik kk ii kk kik kk ii kik
- 7 kik kik ikk ikk kii kii kik kik kik
kik kik ikk ikk kii kii kik kik kik
kik kik ikk ikk kii kii kik kik kik
- 8 kkk iii kkk kik kik iii kkk ikk ikk
kkk iii kkk kik kik iii kkk ikk ikk
kkk iii kkk kik kik iii kkk ikk ikk

8C BUILDING WORDS

- 9 i i i kiss kiss kid kid is is if if
- 10 i i i skid skid lid lid slide slide
- 11 i i i side side hide hide hike hike
- 12 i i i like like hid hid glide glide
- 13 i i i fill fill hill hill lied lied

8D PHRASES

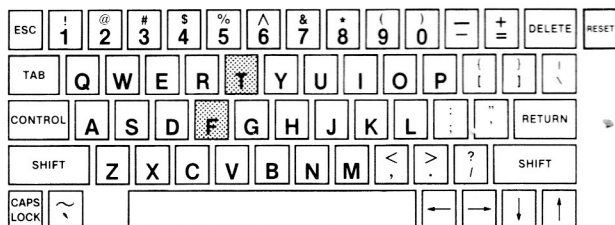
- 14 high hillside; off his high slides;
- 15 skid off a lid; kiss kids; if it is
- 16 is it; it is; like a kid; is a kid;
- 17 kids hike; if it; skids off a hill;
- 18 if it is ill; skill like a; hide it

8E LET'S CHECK

- 19 kiss a kid; if he skids off a hill;
- 20 a high skill; she dialed; he is ill

1	2	3	4	5	6	7
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LESSON 9 THE T KEY



Use the F finger.



“Glue your eyes to this book.
Don’t be a key watcher!”

9A WARM-UP REVIEW

1 iii kkk kiss fill ill soil oil sail
2 fail kids likes like dislikes solid
3 he said; she dislikes a; if it does
4 dug soil; jelled salads; it is good

9B THE NEW KEY — T

5 ff tt ff tt ff tt ff tt ff tt ff tt
ff tt ff tt ff tt ff tt ff tt ff tt
ff tt ff tt ff tt ff tt ff tt ff tt
6 ff tt ff ttf ff tt ff ttf ff tt ttf
ff tt ff ttf ff tt ff ttf ff tt ttf
ff tt ff ttf ff tt ff ttf ff tt ttf
7 ttf ttf tff tff ftt ftt ttf ttf ttf
ttf ttf tff tff ftt ftt ttf ttf ttf
ttf ttf tff tff ftt ftt ttf ttf ttf
8 fff ttt fff ttf ttf ttt fff tff tff
fff ttt fff ttf ttf ttt fff tff tff
fff ttt fff ttf ttf ttt fff tff tff

9C BUILDING WORDS

9 t t t tide ties ate eat seat skated
10 t t t slate late date sleet kite it
11 t t t at sat fast hat the this that
12 t t t slat fleet feet to toad stood
13 t t t steel slot fit fat flat these

9D PHRASES

14 a fast fleet; tied the seat to the;
15 flat feet; the toad ate at; it eats
16 fit these slots; a late date skate;
17 the fat feet stood; these kites tie
18 to the fast state; the date is late

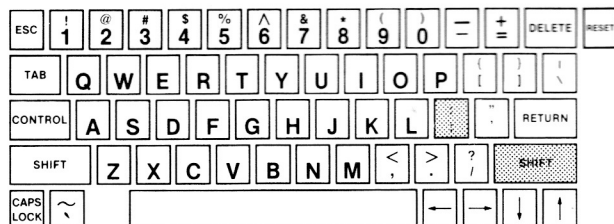
9E LET’S CHECK

19 tell the taste; his toes; his foot;
20 test a light; sight its head; shoot

1	2	3	4	5	6	7
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LESSON 10

THE RIGHT SHIFT KEY



Use the ; finger.

Directions for Right Shift Key

To capitalize a letter on the left side of the keyboard:

- Use your semicolon finger to hold down the right shift key.
- Strike the letter key on the left half of the keyboard.
- Release the shift key.
- Return to home-row position.

Remember: Hold down the shift key while striking the letter to be capitalized.



“Your wrists should be slanted, but keep the lower part of your hands off the keyboard.”

10A WARM-UP REVIEW

1 ttt ftf this that these the at tall
2 tail stall sit sat statue fist list
3 a tall statue sat; just taste these
4 go fast; a doll asks; is it; to the

10B THE NEW KEY—RIGHT SHIFT

5 ; ; A ; ; S ; ; D ; ; F ; ; E ; ; F ;
; ; A ; ; S ; ; D ; ; F ; ; E ; ; F ;
; ; A ; ; S ; ; D ; ; F ; ; E ; ; F ;

6 ; ; A ; S ; D ; F ; E ; A ; S ; D ; F ; E ; ;
; ; A ; S ; D ; F ; E ; A ; S ; D ; F ; E ; ;
; ; A ; S ; D ; F ; E ; A ; S ; D ; F ; E ; ;

7 ; A ; ; S ; ; D ; ; F ; ; E ; ; A ; ; S ; ; D ; ; F ;
; A ; ; S ; ; D ; ; F ; ; E ; ; A ; ; S ; ; D ; ; F ;
; A ; ; S ; ; D ; ; F ; ; E ; ; A ; ; S ; ; D ; ; F ;

8 A ; ; S ; ; D ; ; F ; ; E ; ; A ; ; S ; ; D ; ; F ; ;
A ; ; S ; ; D ; ; F ; ; E ; ; A ; ; S ; ; D ; ; F ; ;
A ; ; S ; ; D ; ; F ; ; E ; ; A ; ; S ; ; D ; ; F ; ;

10C BUILDING WORDS

9 A A A Ada Ada Ask Ask All Alan Alan
10 S S S Sue Sue Seth Seth See See Sea
11 D D D Dale Dale Dear Dear Del Della
12 F F F Fae Fae Fast Fast Feast Feast
13 E E E Elk Elk Ella Ella Edith Edith

10D SENTENCES

14 Alan asks all of it; Ada has these;
15 Sue sees the sea; Salli sees sleds;
16 Dear Della sees Dale; Della slides;
17 Fae eats at a feast; Foot is a dog;
18 Edith sees Ella; Elks like to hike;

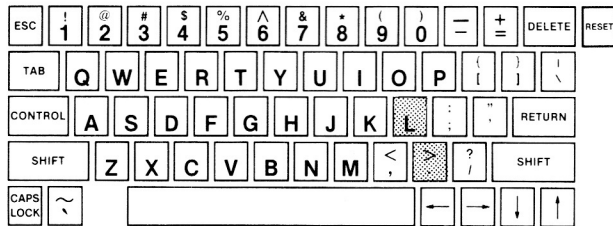
10E LET'S CHECK

19 Ask us; Sallie sees those skis; Fae
20 fell off the sled; Edith sees Dale;

1	2	3	4	5	6	7
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LESSON 11

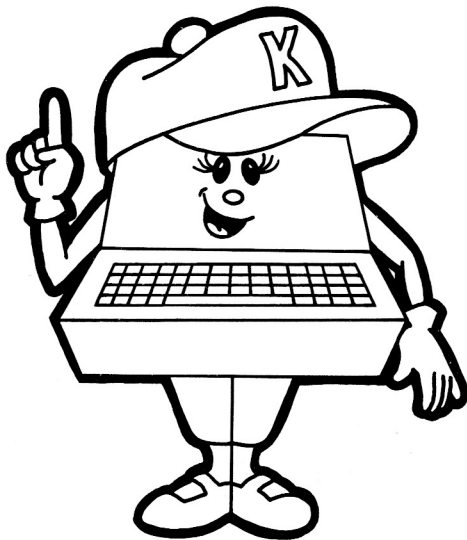
THE PERIOD KEY



Use the L finger.

Tap the space bar twice after a period at the end of a sentence.

Space only once after a period in an abbreviation.



“Use fast, sharp strokes to strike the keys.”

11A WARM-UP REVIEW

- 1 ;A; Ada ;S; Sal ;D; Dale ;F; Feasts
- 2 Sue Russ Edith Ellen Rae Sasha Alan
- 3 Ask Edith to; Dale hiked the hills;
- 4 Fae goes out to jog; Sue skates too

11B THE NEW KEY—PERIOD

- 5 11 .. 11 .. 11 .. 11 .. 11 .. 11 ..
11 .. 11 .. 11 .. 11 .. 11 .. 11 .. 11 ..
11 .. 11 .. 11 .. 11 .. 11 .. 11 .. 11 ..
- 6 11 .. 11 1.1 11 .. 11 1.1 11 .. 1.1
11 .. 11 1.1 11 .. 11 1.1 11 .. 1.1
11 .. 11 1.1 11 .. 11 1.1 11 .. 1.1
- 7 1.1 1.1 .11 .11 1.. 1.. 1.1 1.1 1.1
1.1 1.1 .11 .11 1.. 1.. 1.1 1.1 1.1
1.1 1.1 .11 .11 1.. 1.. 1.1 1.1 1.1
- 8 111 ... 111 1.1 1.1 ... 111 .11 .11
111 ... 111 1.1 1.1 ... 111 .11 .11
111 ... 111 1.1 1.1 ... 111 .11 .11

11C BUILDING WORDS

- 9 . . . f. d. s. a. j. k. l. ;. i. e.
- 10 . . . u. i. o. ;. l. k. j. a. s. d.
- 11 . . . g. h. t. a. s. d. f. j. k. l.
- 12 . . . ;. f. j. d. k. s. l. a. ;. t.
- 13 . . . e. t. g. h. u. i. o. j. f. ;.

11D SENTENCES

- 14 Ask Ella to see us jog. See us go.
- 15 Tell the kids to skate to the hill.
- 16 Fae fell off the skis. Del dashed.
- 17 The lad ate salad off the old dish.
- 18 Go see the skates Alan has to sell.

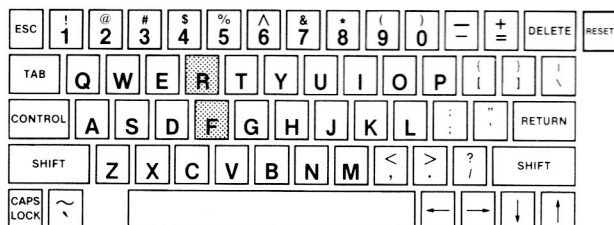
11E LET'S CHECK

- 19 She has a safe lead. See the lake.
- 20 Dale tells a joke. She skates too.

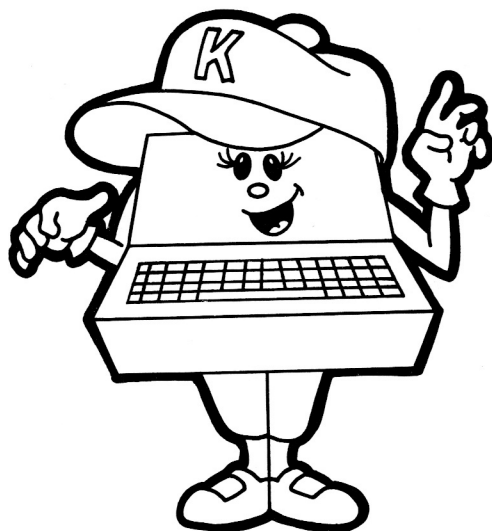
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LESSON 12

THE R KEY



Use the F finger.



“Keep your fingers curved. Don’t hold the keys. Be quick-that’s it!”

12A WARM-UP REVIEW

- 1 ... l.l f. j. d. k. s. l. a. ;. st.
- 2 F. D. S. A. T. G. E. A. D. S. T. G.
- 3 All lads eat food. Sue likes fish.
- 4 Ed eats just salads; it is so good.

12B THE NEW KEY—R

- 5 ff rr ff rr ff rr ff rr ff rr ff rr
ff rr ff rr ff rr ff rr ff rr ff rr
ff rr ff rr ff rr ff rr ff rr ff rr
- 6 ff rr ff frf ff rr ff frf ff rr frf
ff rr ff frf ff rr ff frf ff rr frf
ff rr ff frf ff rr ff frf ff rr frf
- 7 frf frf rff rff frr frr frf frf frf
frf frf rff rff frr frr frf frf frf
frf frf rff rff frr frr frf frf frf
- 8 fff rrr fff frf frf rrr fff rff rff
fff rrr fff frf frf rrr fff rff rff
fff rrr fff frf frf rrr fff rff rff

12C BUILDING WORDS

- 9 r r r rail rail rest rest roll roll
- 10 r r r grade grade rag rag rage rage
- 11 r r r guard guard rare rare rut rut
- 12 r r r dress dress are are hear hear
- 13 r r r erase erase rake rake ear ear

12D SENTENCES

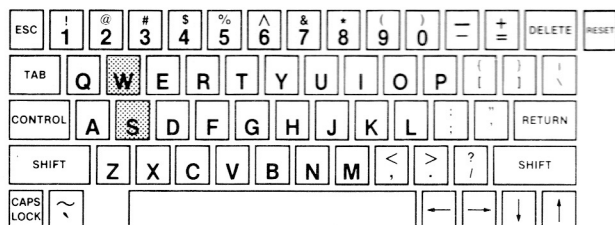
- 14 Russ rests. A large desk is there.
- 15 There are three girls at this fair.
- 16 Ro Reed is afraid of real rattlers.
- 17 Four rails were raised as she rode.
- 18 Guard those grades; erase the star.

12E LET’S CHECK

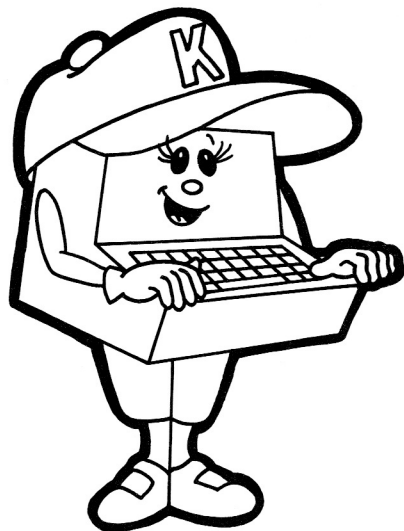
- 19 The riders raised their right rails
 - 20 as a guard rode through the trails.
- | | | | | | | |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|

LESSON 13

THE W KEY



Use the S finger.



“Check your posture. Sit tall; lean forward. You can do it!”

13A WARM-UP REVIEW

- 1 rrr frf rear read real afraid rolls
- 2 rust trust tree three through treat
- 3 Trust Del to free it as it strikes.
- 4 Doug jogs through here; he is fast.

13B THE NEW KEY—W

- 5 SS WW SS WW SS WW SS WW SS WW SS WW
SS WW SS WW SS WW SS WW SS WW SS WW
SS WW SS WW SS WW SS WW SS WW SS WW
- 6 SS WW SS SWS SS WW SS SWS SS WW SWS
SS WW SS SWS SS WW SS SWS SS WW SWS
SS WW SW SWS SS WW SS SWS SS WW SWS
- 7 SWS SWS WSS WSS SWW SWW SWS SWS SWS
SWS SWS WSS WSS SWW SWW SWS SWS SWS
SWS SWS WSS WSS SWW SWW SWS SWS SWS
- 8 SSS WWW SSS SWS SWS WWW SSS WSS WSS
SSS WWW SSS SWS SWS WWW SSS WSS WSS
SSS WWW SSS SWS SWW WWW SSS WSS WSS

13C BUILDING WORDS

- 9 w w w wear wear win win whole whole
- 10 w w w word word while while wit wit
- 11 w w w what what where where was was
- 12 w w w swell swell swish swish we we
- 13 w w w white white awe awe well well

13D SENTENCES

- 14 Do wear the white dress when we go.
- 15 Wade will wet the grass with water.
- 16 Walt weeds the west area with ease.
- 17 The water swished when it fell off.
- 18 The wet whale was as white as that.

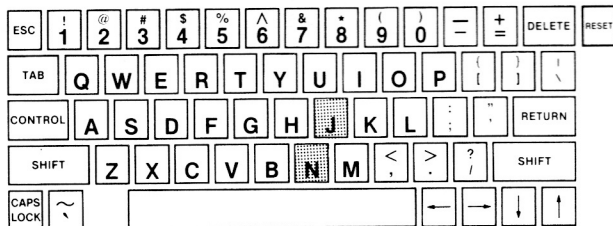
13E LET'S CHECK

- 19 Willie Wade will wear white shirts.
- 20 Swish went the water at the whales.

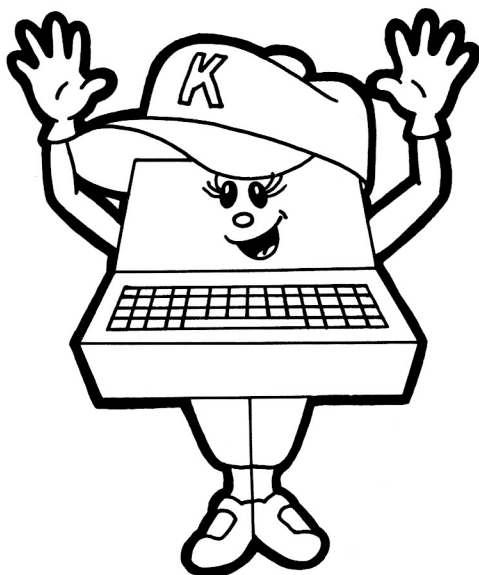
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LESSON 14

THE N KEY



Use the J finger.



“Hey, this is fun! The more you practice, the better you’ll get.”

14A WARM-UP REVIEW

- 1 www sws swell will swallow low word
- 2 wool swat wild what when where weed
- 3 We will swell our heads with skill.
- 4 Rog jarred his foot; he skated off.

14B THE NEW KEY—N

- 5 jj nn jj nn jj nn jj nn jj nn jj nn
jj nn jj nn jj nn jj nn jj nn jj nn
jj nn jj nn jj nn jj nn jj nn jj nn
- 6 jj nn jj jnj jj nn jj jnj jj nn jnj
jj nn jj jnj jj nn jj jnj jj nn jnj
jj nn jj jnj jj nn jj jnj jj nn jnj
- 7 jnj jnj njj njj jnn jnn jnj jnj jnj
jnj jnj njj njj jnn jnn jnj jnj jnj
jnj jnj njj njj jnn jnn jnj jnj jnj
- 8 jjj nnn jjj jnj jnj nnn jjj njj njj
jjj nnn jjj jnj jnj nnn jjj njj njj
jjj nnn jjj jnj jnj nnn jjj njj njj

14C BUILDING WORDS

- 9 n n n snow snow not not shown shown
- 10 n n n now now noon noon swoon swoon
- 11 n n n in in sting sting stand stand
- 12 n n n strange strange dinner dinner
- 13 n n n sand sand near near find find

14D SENTENCES

- 14 A strange sun shone near the stone.
- 15 The note is now in the den near us.
- 16 The dinner was not eaten near noon.
- 17 Then the guard had her sit and eat.
- 18 We find it near the sand and water.

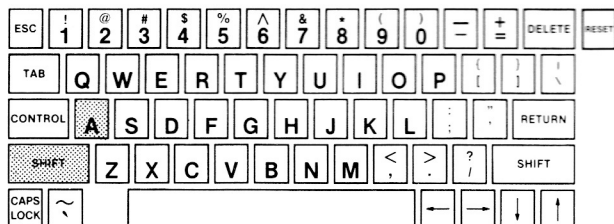
14E LET’S CHECK

- 19 There are no notes in the diner for
- 20 the dentist to read. Write to her.

1	2	3	4	5	6	7
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LESSON 15

THE LEFT SHIFT KEY



Use the A finger.

Directions for Left Shift Key

To capitalize a letter on the right side of the keyboard:

- Use your **A** finger to hold down the left shift key.
- Strike the letter key on the right half of the keyboard.
- Release the shift key.
- Return to home-row position.

Remember: Left shift is used for right-hand capitals.



“Don’t lean your hands on the keyboard.”

15A WARM-UP REVIEW

1 nnn jnj and not nor seen near dents
 2 now no know end ant aunt run ran on
 3 neither he nor she; Doug waits here
 4 Tell jokes for us. new snow flakes

15B THE NEW KEY—THE LEFT SHIFT

5 aa Ja aa Ka aa La aa Oa aa Ia aa Ua
 aa Ja aa Ka aa La aa Oa aa Ia aa Ua
 aa Ja aa Ka aa La aa Oa aa Ia aa Ua

6 aa Ja Ka La Na Ua Oa Ia Ja Ka La aa
 aa Ja Ka La Na Ua Oa Ia Ja Ka La aa
 aa Ja Ka La Na Ua Oa Ia Ja Ka La aa

7 aJa aKa aLa aIa aNa aUa aOa aNa aUa
 aJa aKa aLa aIa aNa aUa aOa aNa aUa
 aJa aKa aLa aIa aNa aUa aOa aNa aUa

8 Jaa Kaa Laa Iaa Naa Oaa Uaa Jaa Naa
 Jaa Kaa Laa Iaa Naa Oaa Uaa Jaa Naa
 Jaa Kaa Laa Iaa Naa Oaa Uaa Jaa Naa

15C BUILDING WORDS

9 J J J Jeff Jeff Jake Jake Janet Jan
 10 K K K Kate Kate Kurt Kurt Kite Kite
 11 L L L Lois Lois Lisa Lisa Louis Les
 12 N N N Nan Nan Nora Nora Nikki Nikki
 13 U U U Us Us Ursula Ursula Used Used

15D SENTENCES

14 Jeff jokes with Nan and Jan and us.
 15 No one knew that Nikki lost Laurie.
 16 Janet visits the North in the fall.
 17 Lou likes to go to Kansas and Ohio.
 18 Nikki Lou Jones skates the fastest.

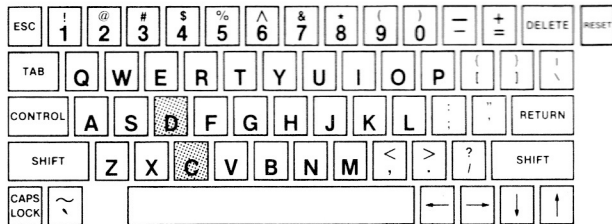
15E LET’S CHECK

19 Janie often jokes with her friends;
 20 her friends like to joke with Kris.

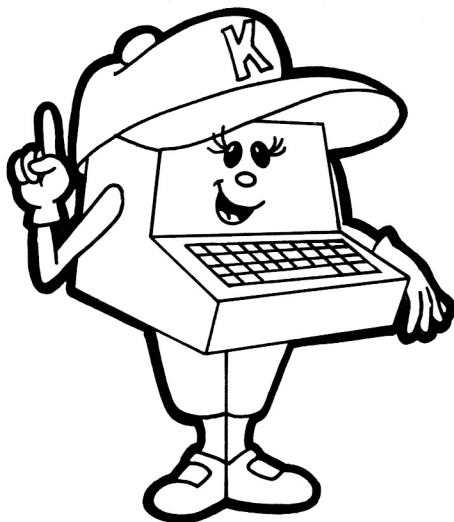
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LESSON 16

THE C KEY



Use the D finger.



“Be sure that your eyes are on the book and NOT on the keyboard.”

16A WARM-UP REVIEW

- 1 aJa Jeff aKa Kate aLa Louis aNa Nan
- 2 John Karen Leslie Nora Hanna Ursula
- 3 Run to the store. Kites flew high.
- 4 Jan jogs; Dan skates. I walk fast.

16B THE NEW KEY—C

- 5 dd cc dd cc dd cc dd cc dd cc dd cc
dd cc dd cc dd cc dd cc dd cc dd cc
dd cc dd cc dd cc dd cc dd cc dd cc
- 6 dd cc dd dcd dd cc dd dcd dd cc dcd
dd cc dd dcd dd cc dd dcd dd cc dcd
dd cc dd dcd dd cc dd dcd dd cc dcd
- 7 dcd dcd cdd cdd dcc dcc dcd dcd dcd
dcd dcd cdd cdd dcc dcc dcd dcd dcd
dcd dcd cdd cdd dcc dcc dcd dcd dcd
- 8 ddd ccc ddd dcd dcd ccc ddd cdd cdd
ddd ccc ddd dcd dcd ccc ddd cdd cdd
ddd ccc ddd dcd dcd ccc ddd cdd cdd

16C BUILDING WORDS

- 9 c c c can can cane cane trace trace
- 10 c c c ace ace dice dice twice twice
- 11 c c c cat cat scat scat crane crane
- 12 c c c car car care care scare scare
- 13 c c c arc arc core core slice slice

16D SENTENCES

- 14 He told the nice cat to scat twice.
- 15 The claw of the cat scared the rat.
- 16 Slice the core. Lick the nice ice.
- 17 Call Stacie and wish her good luck.
- 18 Jan cares for carrot chunks on ice.

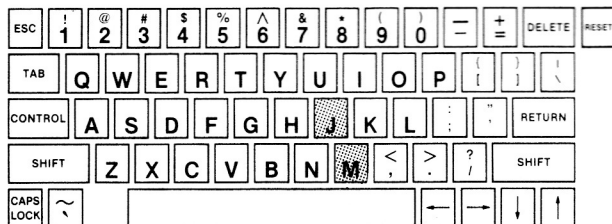
16E LET'S CHECK

- 19 Carla checked her coat at the door;
- 20 Carl cared for the cute little cat.

1	2	3	4	5	6	7
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LESSON 17

THE M KEY



Use the J finger.



“Use only your RIGHT thumb on the space bar. Use a quick downward motion.”

17A WARM-UP REVIEW

1 ccc dcd cow catch click church chug
2 lace cookie such touch school class
3 Get cookies and cake. I can do it.
4 Write her; and then file the notes.

17B THE NEW KEY—M

5 jj mm jj mm jj mm jj mm jj mm jj mm
jj mm jj mm jj mm jj mm jj mm jj mm
jj mm jj mm jj mm jj mm jj mm jj mm

6 jj mm jj jmj jj mm jj mmj jj mm jmj
jj mm jj jmj jj mm jj mmj jj mm jmj
jj mm jj jmj jj mm jj mmj jj mm jmj

7 jmj jmj mjj mjj jmm jmm jmj jmj jmj
jmj jmj mjj mjj jmm jmm jmj jmj jmj
jmj jmj mjj mjj jmm jmm jmj jmj jmj

8 jjj mmm jjj jmj jmj mmm jjj mjj mjj
jjj mmm jjj jmj jmj mmm jjj mjj mjj
jjj mmm jjj jmj jmj mmm jjj mjj mjj

17C BUILDING WORDS

9 m m m meet meet more more main main
10 m m m most most mind mind some some
11 m m m almost almost mark mark am am
12 m m m jam jam slam slam smart smart
13 m m m dome dome dime dime time time

17D SENTENCES

14 Matt might meet some smart friends.
15 Mabel made more mistakes this time.
16 These stems came from the seedling.
17 Jim likes jam more than milkshakes.
18 The game was much more fun to make.

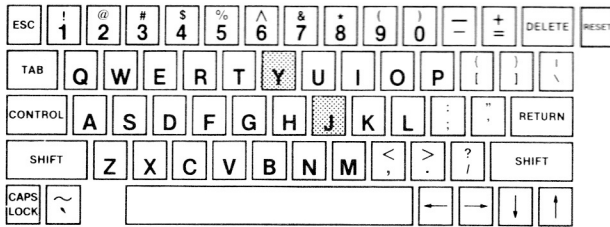
17E LET'S CHECK

19 Matt and Stacie just finished their
20 swimming lessons late this morning.

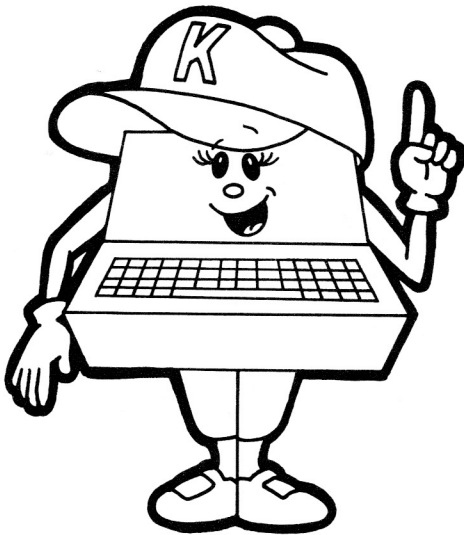
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LESSON 18

THE Y KEY



Use the J finger.



“Sitting tall and leaning forward a little?”

18A WARM-UP REVIEW

- 1 mmm jmj aim ham jams home man small
- 2 mom maid summer made same home malt
- 3 Mr. High T is a friend; I like him.
- 4 Watch us run and jog until we fall.

18B THE NEW KEY—Y

- 5 jj yy jj yy jj yy jj yy jj yy jj yy
jj yy jj yy jj yy jj yy jj yy jj yy
jj yy jj yy jj yy jj yy jj yy jj yy
- 6 jj yy jj jyj jj yy jj jyj jj yy jyj
jj yy jj jyj jj yy jj jyj jj yy jyj
jj yy jj jyj jj yy jj jyj jj yy jyj
- 7 jyj jyj yjj yjj jyy jyy jyj jyj jyj
jyj jyj yjj yjj jyy jyy jyj jyj jyj
jyj jyj yjj yjj jyy jyy jyj jyj jyj
- 8 jjj yyy jjj jyj jyj yyy jjj yjj yjj
jjj yyy jjj jyj jyj yyy jjj yjj yjj
jjj yyy jjj jyj jyj yyy jjj yjj yjj

18C BUILDING WORDS

- 9 y y y yes yes year year yearn yearn
- 10 y y y yawn yawn many many holy holy
- 11 y y y money money yet yet your your
- 12 y y y sunny sunny day day yard yard
- 13 y y y yet yet may may mostly mostly

18D SENTENCES

- 14 Ty was funny when he got the money.
- 15 Yes is your answer when you key in.
- 16 Mr. Kelley yawned as the day ended.
- 17 Yesterday my yellow teddy got lost.
- 18 The yard was dry and looked yellow.

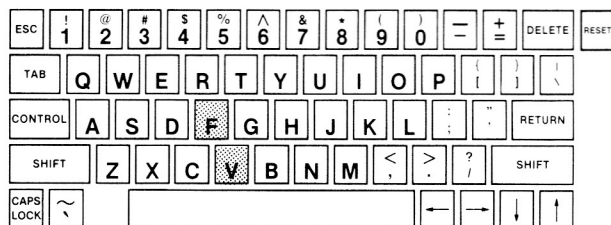
18E LET'S CHECK

- 19 Mayor Jerry wanted to tell each one
- 20 thank you at their election dinner.

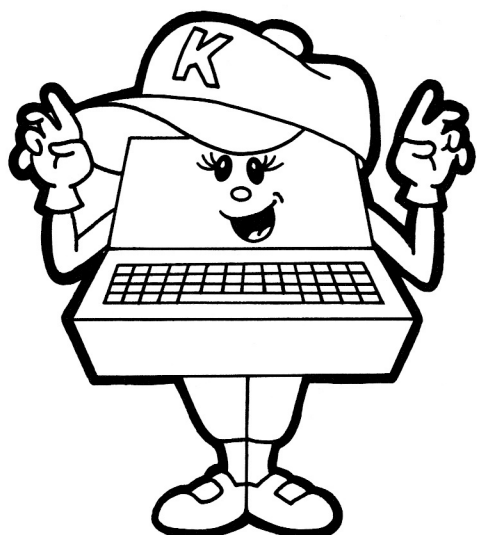
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LESSON 19

THE V KEY



Use the F finger.



“Move your fingers quickly without pausing. You can do it; keep practicing.”

19A WARM-UP REVIEW

- 1 yyy jyj yes yet yellow yarn any may
- 2 many year try they stay dry joy fly
- 3 Join him when the game is finished.
- 4 Kyle can win the race; you can try.

19B THE NEW KEY—V

- 5 ff vv ff vv ff vv ff vv ff vv ff vv
ff vv ff vv ff vv ff vv ff vv ff vv
ff vv ff vv ff vv ff vv ff vv ff vv
- 6 ff vv ff fvf ff vv ff fvf ff vv fvf
ff vv ff fvf ff vv ff fvf ff vv fvf
ff vv ff fvf ff vv ff fvf ff vv fvf
- 7 fvf fvf vff vff fvv fvv fvf fvf fvf
fvf fvf vff vff fvv fvv fvf fvf fvf
fvf fvf vff vff fvv fvv fvf fvf fvf
- 8 fff vvv fff fvf fvf vvv fff vff vff
fff vvv fff fvf fvf vvv fff vff vff
fff vvv fff fvf fvf vvv fff vff vff

19C BUILDING WORDS

- 9 v v v very very over over vest vest
- 10 v v v wave wave save save five five
- 11 v v v vase vase veal veal vary vary
- 12 v v v have have vast vast veil veil
- 13 v v v gave gave slave slave eve eve

19D SENTENCES

- 14 Van lives very near that vast cave.
- 15 I live in the valley near the city.
- 16 Say each vowel over and over again.
- 17 I never leave my vest over the van.
- 18 Eva waves as her train leaves them.

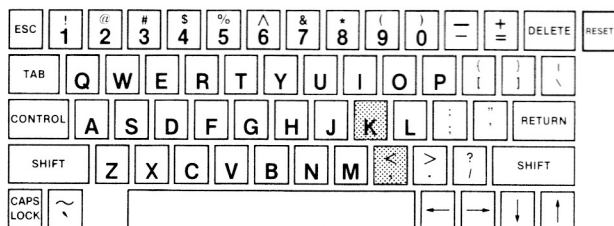
19E LET'S CHECK

- 19 The voters varied in their feelings
- 20 of who they thought should win that
- 21 race. Val saw violets in the vase.

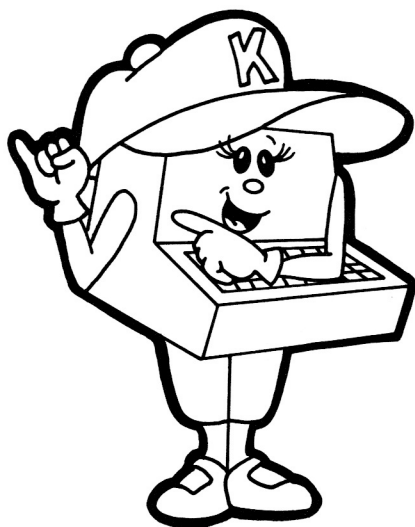
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LESSON 20

THE COMMA KEY



Use the K finger.



“Use the little finger of your right hand to press the RETURN. Return quickly without pausing.”

20A WARM-UP REVIEW

- 1 vv v fvf vase very van vow have give
- 2 gave rave over never love save five
- 3 I gave my skates to Gus last night.
- 4 Jim did care for her; he wrote her.

20B THE NEW KEY—COMMA

- 5 kk ,, kk ,, kk ,, kk ,, kk ,, kk ,,
kk ,, kk ,, kk ,, kk ,, kk ,, kk ,,
kk ,, kk ,, kk ,, kk ,, kk ,, kk ,,
- 6 kk ,, kk k,k kk ,, kk k,k kk ,, k,k
kk ,, kk k,k kk ,, kk k,k kk ,, k,k
kk ,, kk k,k kk ,, kk k,k kk ,, k,k
- 7 k,k k,k ,kk ,kk k,, k,, k,k k,k k,k
k,k k,k ,kk ,kk k,, k,, k,k k,k k,k
k,k k,k ,kk ,kk k,, k,, k,k k,k k,k
- 8 kkk ,, kkk k,k k,k ,, kkk ,kk ,kk
kkk ,, kkk k,k k,k ,, kkk ,kk ,kk
kkk ,, kkk k,k k,k ,, kkk ,kk ,kk

20C BUILDING WORDS

- 9 , , , in the, in the, to it, to it,
- 10 , , , three, four, five, six, seven
- 11 , , , in it, it is, on the, to the,
- 12 , , , January, March, June, August,
- 13 , , , green, white, yellow, orange,

20D SENTENCES

- 14 I like red, light yellow, and gray.
- 15 Hallie, Stacie, and I will go swim.
- 16 Matt, Kellie, and Jeff will not go.
- 17 The cat, dog, and weasel live here.
- 18 I will go there in June and August.

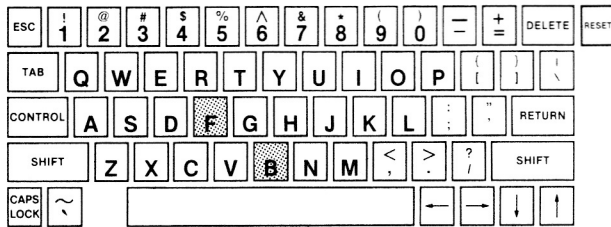
20E LET'S CHECK

- 19 Jane and Jerry took the girl to the
- 20 doctor; Emily was not hurt. She is
- 21 well and feeling fine and good now.

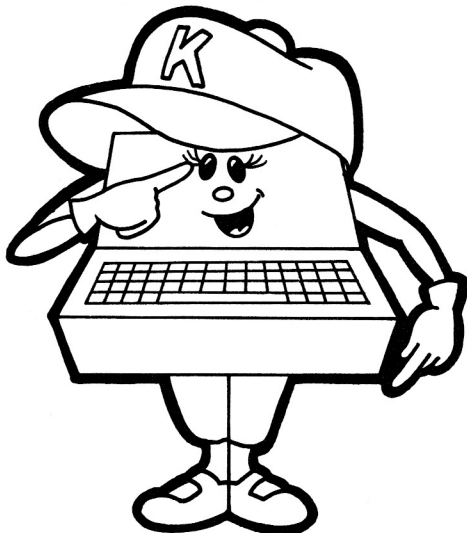
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LESSON 21

THE B KEY



Use the F finger.



“How do you check out? Feet flat?
Eyes on book? Fingers curved?
Back straight and forward?”

21A WARM-UP REVIEW

- 1 , , , k , k cats, dogs, camels, giraffe
- 2 monkeys, lions, tigers, and snakes,
- 3 Dear Joe, I saw a monkey walk here.
- 4 Dive in the cages; do it for seals.

21B THE NEW KEY—B

- 5 ff bb ff bb ff bb ff bb ff bb ff bb
ff bb ff bb ff bb ff bb ff bb ff bb
ff bb ff bb ff bb ff bb ff bb ff bb
- 6 ff bb ff bbf ff bb ff bbf ff bb bbf
ff bb ff bbf ff bb ff bbf ff bb bbf
ff bb ff bbf ff bb ff bbf ff bb bbf
- 7 bbf bbf bff bff fbb fbb bbf bbf bbf
bbf bbf bff bff fbb fbb bbf bbf bbf
bbf bbf bff bff fbb fbb bbf bbf bbf
- 8 fff bbb fff bbf bbf bbb fff bff bff
fff bbb fff bbf bbf bbb fff bff bff
fff bbb fff bbf bbf bbb fff bff bff

21C BUILDING WORDS

- 9 b b b bake bake bend bend tube tube
- 10 b b b boot boot band band cube cube
- 11 b b b buck buck bond bond bear bear
- 12 b b b table table tab tab tuba tuba
- 13 b b b bat bat black black born born

21D SENTENCES

- 14 Big, black boots are at the bottom.
- 15 The black bat flew through the tub.
- 16 A baby bear was born in a big boot.
- 17 Bo Baker baked a cake at the table.
- 18 A rubber balloon flew out the back.

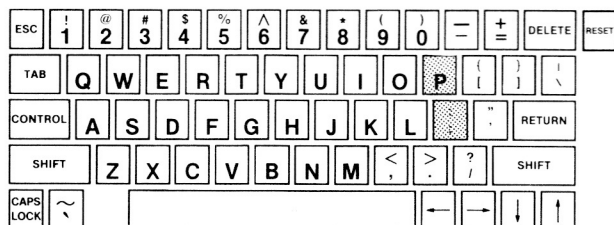
21E LET'S CHECK

- 19 Those fish swam swiftly through the
- 20 glass bowl. The old cat sneaked up
- 21 on the little black fish in a dish.

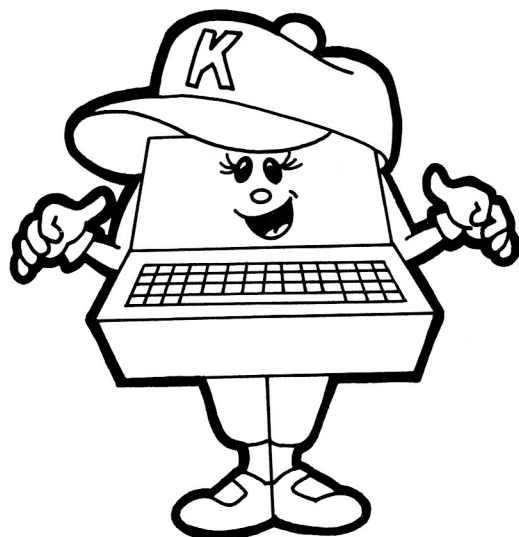
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LESSON 22

THE P KEY



Use the ; finger.



“Are you still relaxing? Elbows should be near your body.”

22A WARM-UP REVIEW

- 1 bbb fbf baby balloon bear bird boat
- 2 bus bell by barn above brother jobs
- 3 Bells rang; the game is about over.
- 4 Jack Way fell down, and he is hurt.

22B THE NEW KEY—P

- 5 ;; PP ;; PP ;; PP ;; PP ;; PP ;; PP
 ;; PP ;; PP ;; PP ;; PP ;; PP ;; PP
 ;; PP ;; PP ;; PP ;; PP ;; PP ;; PP
- 6 ;; PP ;; ;P; ;; PP ;; ;P; ;; PP ;P;
 ;; PP ;; ;P; ;; PP ;; ;P; ;; PP ;P;
 ;; PP ;; ;P; ;; PP ;; ;P; ;; PP ;P;
- 7 ;P; ;P; P;; P;; ;PP ;PP ;P; ;P; ;P;
 ;P; ;P; P;; P;; ;PP ;PP ;P; ;P; ;P;
 ;P; ;P; P;; P;; ;PP ;PP ;P; ;P; ;P;
- 8 ;;; PPP ;;; ;P; ;P; PPP ;;; P;; P;;
 ;;; PPP ;;; ;P; ;P; PPP ;;; P;; P;;
 ;;; PPP ;;; ;P; ;P; PPP ;;; P;; P;;

22C BUILDING WORDS

- 9 p p p loop loop play play pull pull
- 10 p p p pan pan place place paid paid
- 11 p p p stoop stoop stop stop pad pad
- 12 p p p poor poor ape ape apple apple
- 13 p p p push push pine pine pipe pipe

22D SENTENCES

- 14 Poor Peter Pan lost his place here.
- 15 They played push and pull in place.
- 16 Stop. Do not pinch that pineapple.
- 17 They paid the prince at the palace.
- 18 The ape ate an apple. Place it on.

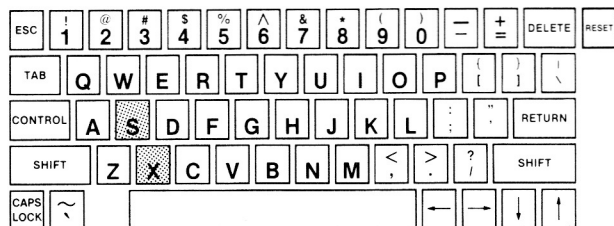
22E LET'S CHECK

- 19 Alice played the piano for everyone
- 20 to hear. She plays all the popular
- 21 songs with ease. Pete paid to see.

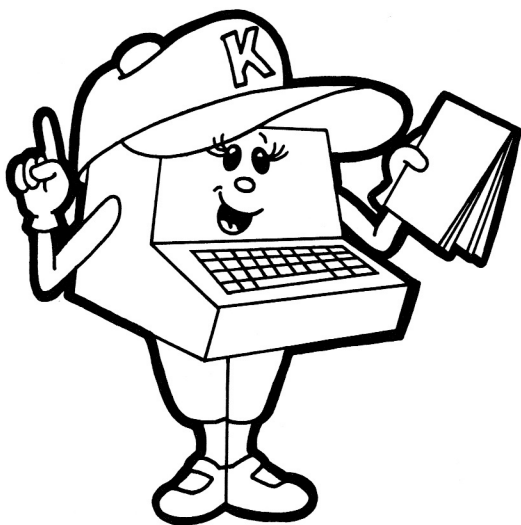
1	2	3	4	5	6	7
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LESSON 23

THE X KEY



Use the S finger.



“Watching your book and not your keyboard is MOST IMPORTANT!”

23A WARM-UP REVIEW

- 1 ppp ;p; pain paid pail play plates
- 2 pull poor punch papers paste apply
- 3 Our king went to the palace guard.
- 4 Yes, Gabe found my van; he did it.

23B THE NEW KEY—X

- 5 ss xx ss xx ss xx ss xx ss xx ss xx
ss xx ss xx ss xx ss xx ss xx ss xx
ss xx ss xx ss xx ss xx ss xx ss xx
- 6 ss xx ss sxs ss xx ss sxs ss xx sxs
ss xx ss sxs ss xx ss sxs ss xx sxs
ss xx ss sxs ss xx ss sxs ss xx sxs
- 7 sxs sxs xss xss sxx sxx sxs sxs sxs
sxs sxs xss xss sxx sxx sxs sxs sxs
sxs sxs xss xss sxx sxx sxs sxs sxs
- 8 sss xxx sss sxs sxs xxx sss xss xss
sss xxx sss sxs sxs xxx sss xss xss
sss xxx sss sxs sxs xxx sss xss xss

23C BUILDING WORDS

- 9 x x x six six exit exit exits exits
- 10 x x x extra extra examples examples
- 11 x x x wax wax foxes foxes exam exam
- 12 x x x example example tax tax ox ox
- 13 x x x excite excite excitement axes

23D SENTENCES

- 14 Do not be excited at the rear exit.
- 15 Give an extra example to the class.
- 16 The fox in the box wears red socks.
- 17 She scored sixty on the sixth exam.
- 18 Rex examined the excellent excuses.

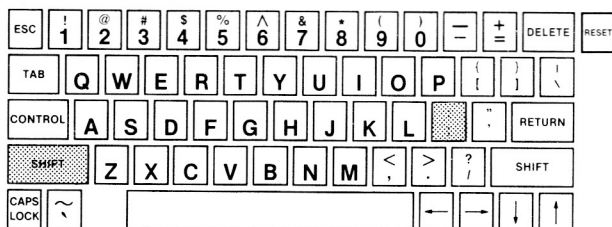
23E LET'S CHECK

- 19 We were very excited that our class
- 20 is the first in the school to learn
- 21 to keyboard. Extra work pays well.

1	2	3	4	5	6	7
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LESSON 24

THE COLON KEY



Use the ; finger
with the left shift.

Tap the space bar twice after
a colon.

24A WARM-UP REVIEW

- 1 xxx sxs wax fox excite box examples
- 2 exit exam tax wax oxen extend extra
- 3 The exam was long; I tried my best.
- 4 Jeff, good luck in every road race.

24B THE NEW KEY—COLON

5 ; ; :: ; ; ; ; ; ; ; ; ; ; ; ;
; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;
; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;

6 ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;
; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;
; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;

7 ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;
; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;
; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;

8 ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;
; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;
; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;

24C BUILDING WORDS

- 9 : : : Dear Lois: Dear Jan: Cliff:
10 : : : Dear Joan: Dear Mom: Steve:
11 : : : Dear Jean: Dear Rog: Chuck:
12 : : : Dear Jill: Dear Bob: Jerry:
13 : : : Dear Ruth: Dear Jim: Emily:

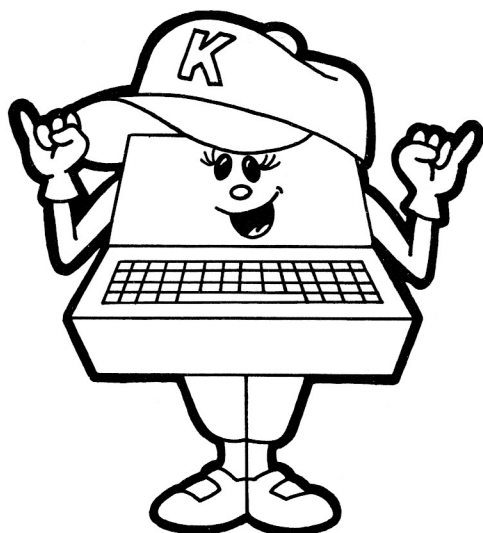
24D SENTENCES

- 14 : : : Dear Ma: I love you so much.
15 : : : Dear Ken: Please send money.
16 : : : Dear Mr. Jones: See me jump.
17 : : : Dear Dr. Swell: Del is well.
18 : : : Dear Mrs. Bock: Sam is back.

24E LET'S CHECK

- 19 This is your big chance: Prove you
20 can key data well by not making any
21 mistakes on the copy you key today.

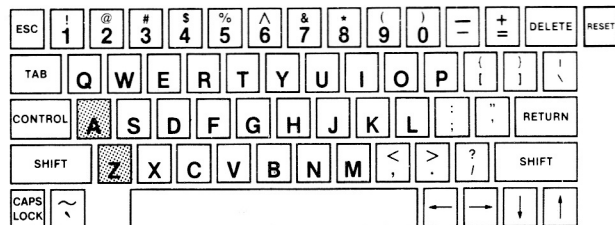
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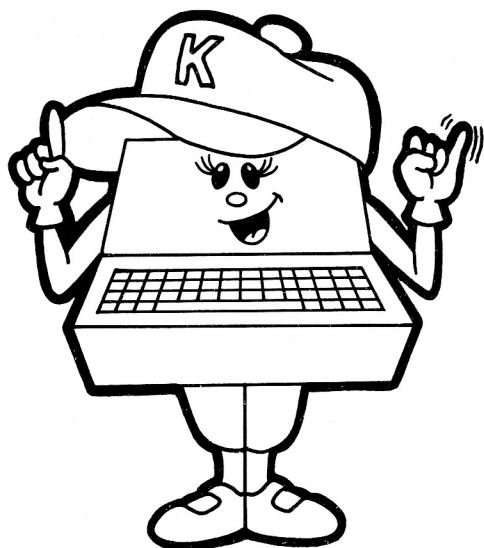
“You shift with the left little finger
and use the right little finger to
press the colon key.”

LESSON 25

THE Z KEY



Use the A finger.



“Reach your left little finger DOWN to the Z key. Try not to move your hand. Fingers only, please.”

25A WARM-UP REVIEW

1 ::; ;;; Dear Aunt Sue: Dear James:
 2 Do this: Note the following: Pam:
 3 Dear Uncle Jess: Our team won five
 4 games; I kick, hit, and gain plenty
 5 of extra yards by playing like you.

25B THE NEW KEY—Z

6 aa zz aa zz aa zz aa zz aa zz aa zz
 aa zz aa zz aa zz aa zz aa zz aa zz
 aa zz aa zz aa zz aa zz aa zz aa zz
 7 aa zz aa aza aa zz aa aza aa zz aza
 aa zz aa aza aa zz aa aza aa zz aza
 aa zz aa aza aa zz aa aza aa zz aza
 8 aza aza zaa zaa azz azz aza aza aza
 aza aza zaa zaa azz azz aza aza aza
 aza aza zaa zaa azz azz aza aza aza
 9 aaa zzz aaa aza aza zzz aaa zaa zaa
 aaa zzz aaa aza aza zzz aaa zaa zaa
 aaa zzz aaa aza aza zzz aaa zaa zaa

25C BUILDING WORDS

10 z z z zebra zebra zoo zoo zoom zoom
 11 z z z lazy lazy maze maze size size
 12 z z z crazy crazy cozy cozy zip zip
 13 z z z zombie zombie zap zap zig zig
 14 z z z prize prize jazz jazz zag zag

25D SENTENCES

15 Kara Elizabeth won the first prize.
 16 The crazy zebra sleeps at that zoo.
 17 The frozen fish is a very big size.
 18 The maze was made of zigs and zags.
 19 Jazz music made crazy, lazy sounds.

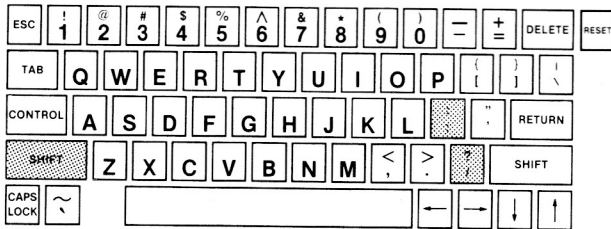
25E LET'S CHECK

20 You can zoom through the lessons if
 21 you will practice and practice some
 22 more and do the very best each day.

1	2	3	4	5	6	7
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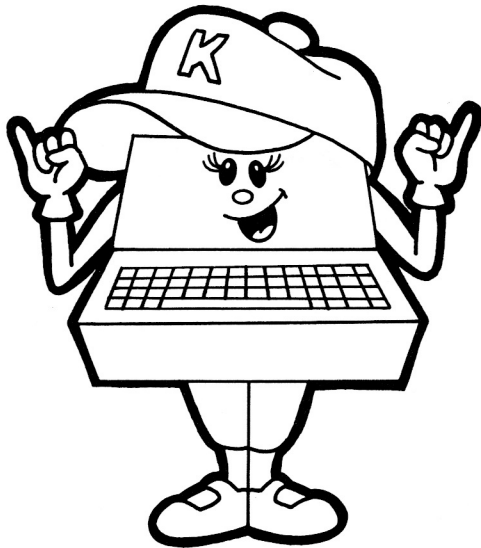
LESSON 26

THE QUESTION MARK KEY



Use the ; finger
with the left shift.

Tap the space bar twice after
a question mark at the end of
a sentence.



“Press and hold down the left shift
key with the left little finger. Now
reach down with the right little
finger, and get that question mark
key!”

26A WARM-UP REVIEW

1 zzz aza crazy zone zip zipper prize
2 jazz zebra zoo lazy freeze zig zags
3 Aunt Liz: Yes, I will see you next
4 spring; we will take a vacation for
5 both the May and June holiday. Bye

26B THE NEW KEY—QUESTION MARK

6 ; ; ?? ; ; ?? ; ; ?? ; ; ?? ; ; ?? ; ; ??
; ; ?? ; ; ?? ; ; ?? ; ; ?? ; ; ?? ; ; ??
; ; ?? ; ; ?? ; ; ?? ; ; ?? ; ; ?? ; ; ??

7 ; ; ?? ; ; ;? ; ; ?? ; ; ;? ; ; ?? ; ; ;?
; ; ?? ; ; ;? ; ; ?? ; ; ;? ; ; ?? ; ; ;?
; ; ?? ; ; ;? ; ; ?? ; ; ;? ; ; ?? ; ; ;?

8 ;? ;? ;? ;? ;? ;? ;? ;? ;? ;? ;? ;?
;? ;? ;? ;? ;? ;? ;? ;? ;? ;? ;? ;?
;? ;? ;? ;? ;? ;? ;? ;? ;? ;? ;? ;?

9 ; ; ; ??? ; ; ; ;? ;? ;? ;? ;? ;? ;? ;?
; ; ; ??? ; ; ; ;? ;? ;? ;? ;? ;? ;? ;?
; ; ; ??? ; ; ; ;? ;? ;? ;? ;? ;? ;? ;?

26C BUILDING WORDS

10 ? ? ? where? what? when? why? what?
11 ? ? ? now? now? later? later? soon?
12 ? ? ? today? tomorrow? next summer?
13 ? ? ? blue? orange? yellow? purple?
14 ? ? ? January? March? June? August?

26D SENTENCES

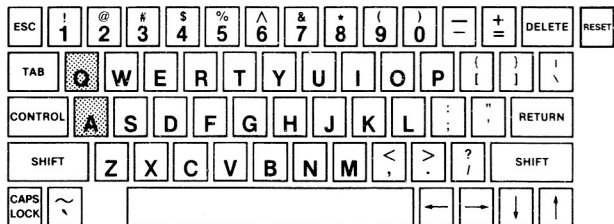
15 Where is it? Is it under the desk?
16 Who is here? When will he be here?
17 May I meet you at the zoo tomorrow?
18 Russ, did you know how to keyboard?
19 Where will you take your vacations?

26E LET'S CHECK

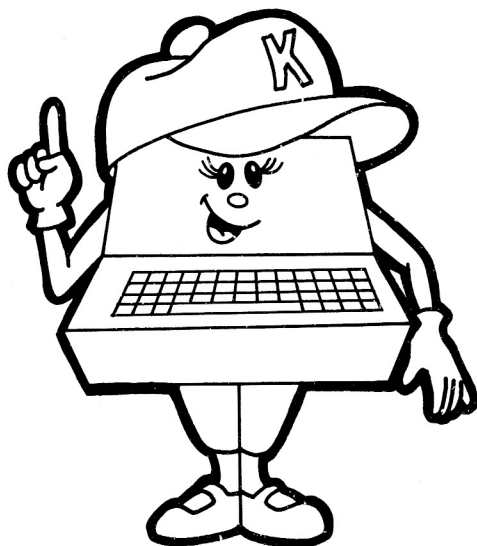
20 You can surely be proud today. You
21 already know how to keyboard almost
22 all of the letters in the alphabet.

1	2	3	4	5	6	7
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LESSON 27 THE Q KEY



Use the A finger.



“Don’t pause before or after tapping the space bar.”

27A WARM-UP REVIEW

1 ??? ;?; Who went? Where is it now?
2 When will Anne be finished? Today?
3 Zach: Did I give you the money for
4 it? Bess walks; Paul, Alex, and Jo
5 jog. What do they do for exercise?

27B THE NEW KEY—Q

6 aa qq aa qq aa qq aa qq aa qq aa qq
aa qq aa qq aa qq aa qq aa qq aa qq
aa qq aa qq aa qq aa qq aa qq aa qq
7 aa qq aa aqa aa qq aa aqa aa qq aqa
aa qq aa aqa aa qq aa aqa aa qq aqa
aa qq aa aqa aa qq aa aqa aa qq aqa
8 aqa aqa qaa qaa aqq aqq aqa aqa aqa
aqa aqa qaa qaa aqq aqq aqa aqa aqa
aqa aqa qaa qaa aqq aqq aqa aqa aqa
9 aaa qqq aaa aqa aqa qqq aaa qaa qaa
aaa qqq aaa aqa aqa qqq aaa qaa qaa
aaa qqq aaa aqa aqa qqq aaa qaa qaa

27C BUILDING WORDS

10 q q q quench quench quietly quietly
11 q q q quip quip quiz quiz quad quad
12 q q q quality quality quarts quarts
13 q q q quilted quilted queens queens
14 q q q question question quill quill

27D SENTENCES

15 The queen quit quarreling with him.
16 The quake squashed a silver quiver.
17 Did Mark answer the quiz questions?
18 That quarterback questioned a call.
19 The quota was filled quite quickly.

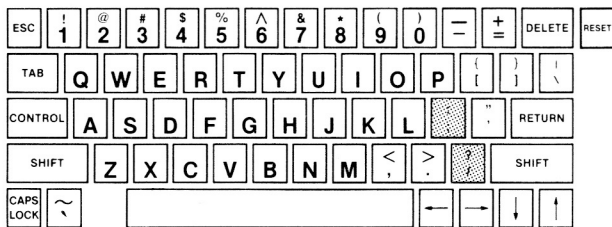
27E LET’S CHECK

20 Practice these lessons every single
21 day, and quite soon keyboarding can
22 be very easy and fun for you to do.

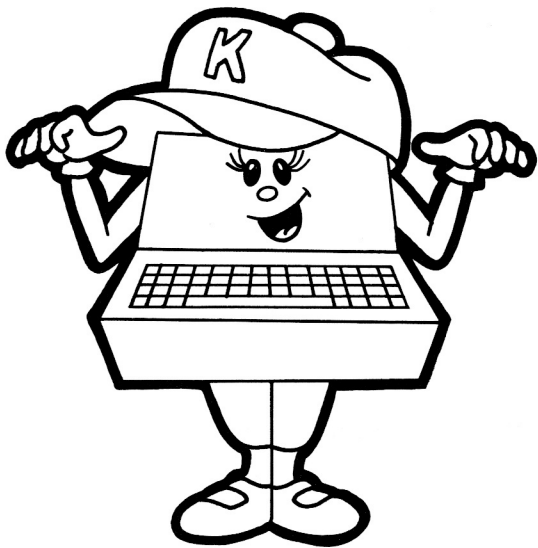
1	2	3	4	5	6	7
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LESSON 28

THE / KEY



Use the ; finger.



“Be sure your hands are above the frame of the keyboard.”

28A WARM-UP REVIEW

```
1 qqq aqa quite quit equip queen aqua
2 quiet quickly equipment quack quart
3 The prizes were awarded quite fast;
4 Everyone was happy. Rex came back:
5 Jim is glad. Were you winning too?
```

28B THE NEW KEY—/

6 ; ; // ; ; // ; ; // ; ; // ; ; // ; ; //

7 ; ; // ; ; ; / ; ; ; // ; ; ; / ; ; ; // ; / ;
 ; ; // ; ; ; / ; ; ; // ; ; ; / ; ; ; // ; / ;
 ; ; // ; ; ; / ; ; ; // ; ; ; / ; ; ; // ; / ;

8 ;/; ;/; /;; /;; ;// ;// ;/; ;/; ;/;
 ;/; ;/; /;; /;; ;// ;// ;/; ;/; ;/;
 ;/; ;/; /;; /;; ;// ;// ;/; ;/; ;/;

9 ; ; ; / / / ; ; ; ; / ; ; / ; / / / ; ; ; / ; ; / ; ;
 ; ; ; / / / ; ; ; ; / ; ; / ; / / / ; ; ; / ; ; / ; ;
 ; ; ; / / / ; ; ; ; / ; ; / ; / / / ; ; ; / ; ; / ; ;

28C BUILDING WORDS

```
10 / / / one/two three/four six/seven;
11 / / / January/February March/April;
12 / / / his/hers mine/yours our/their
13 / / / top/bottom in/out black/white
14 / / / open/close over/under up/down
```

28D SENTENCES

15 Jog and/or dance for good exercise.
16 Everyone should study his/her work.
17 The teacher/parent gives direction.
18 John and/or Dana will key the page.
19 Those directions/recipes are given.

28E LET'S CHECK

```
20 You may write and/or read in class.
21 One should do his/her work quickly;
22 then you check very carefully also.
```

1	2	3	4	5	6	7
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LESSON 29

ALPHABET REVIEW I

Directions: Key the first line once with your teacher and twice by yourself. Return twice and repeat the same steps for each line which follows.

A Drill

1 aa are aa aid aa and aa away aa eat
2 Aaa also add all area above art Amy

B Drill

3 bb bet bb bed bb bat bb bend bb bee
4 Bbb beat tab web broke bend be Bert

C Drill

5 cc can cc cat cc ace cc came cc car
6 Ccc cast cope candy card cart Carla

D Drill

7 dd dad dd did dd due dd made dd sad
8 Ddd dye dinner dime date draw David

E Drill

9 ee eye ee yes ee yet ee seed ee egg
10 Eee even every ever never end Ellen

F Drill

11 ff fan ff fat ff fee ff fast ff fad
12 Fff fade afraid free fry after Fred

G Drill

13 gg gum gg dig gg gas gg gate gg age
14 Ggg guest guess go going gun George

H Drill

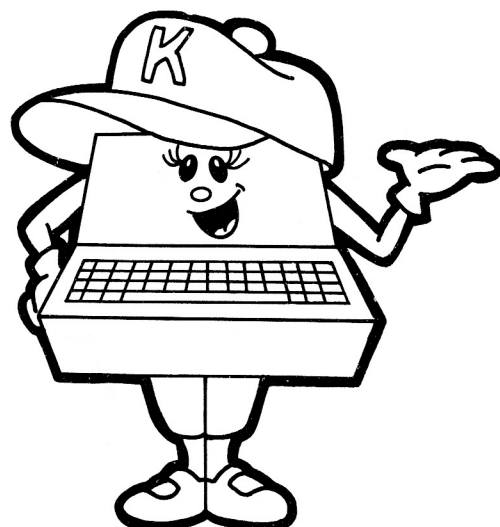
15 hh hat hh had hh has hh half hh hot
16 Hhh have hold hole white ham Hallie

I Drill

17 ii him ii kid ii his ii give ii sit
18 Iii ivory wise into igloos love Irv

1	2	3	4	5	6	7
---	---	---	---	---	---	---

"We communicate by using the keyboard."



LESSON 30

ALPHABET REVIEW II

Directions: Key the first line once with your teacher and twice by yourself. Return twice and repeat the same steps for each line which follows.

J Drill

1 jj jam jj jug jj jet jj jump jj jot
2 Jjj just jazz adjust juice job Judy

K Drill

3 kk kit kk kin kk eek kk kick kk kid
4 Kkk tick thick rake luck keg Kellie

L Drill

5 ll lid ll lad ll lap ll like ll lip
6 Lll load list all still laugh Laura

M Drill

7 mm man mm aim mm met mm make mm mow
8 Mmm meant summer must small Matthew

N Drill

9 nn and nn nor nn not nn name nn now
10 Nnn nearly never no know knob Nancy

O Drill

11 oo lot oo sow oo doe oo done oo cow
12 Ooo over zone on own old owner Owen

P Drill

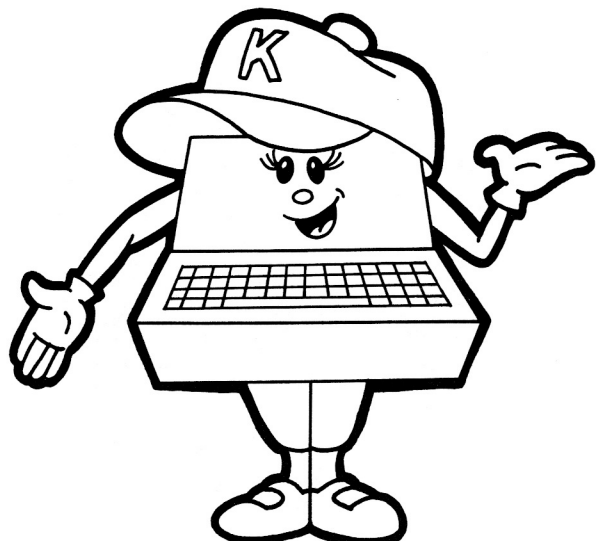
13 pp pin pp sip pp pad pp paid pp pat
14 Ppp paint part appear apple Patrick

Q Drill

15 qq que qq qua qq qui qq quit qq quo
16 Qqq quilt quite quotes acquit Queen

1	2	3	4	5	6	7
---	---	---	---	---	---	---

“Keyboarding is a skill used in the office and at home.”



LESSON 31

ALPHABET REVIEW III

Directions: Key the first line once with your teacher and twice by yourself. Return twice and repeat the same steps for each line which follows.

R Drill

1 rr ran rr art rr rod rr rain rr red
2 Rrr raid area rent rule room Robert

S Drill

3 ss ask ss sat ss sad ss same ss was
4 Sss save past list test stay Stacie

T Drill

5 tt too tt toe tt two tt time tt fat
6 Ttt today to tile tells style Terry

U Drill

7 uu fun uu run uu use uu true uu but
8 Uuu until unless found louder Uncle

V Drill

9 vv vie vv eve vv vat vv vase vv vet
10 Vvv save vest live stove love Vicki

W Drill

11 ww win ww wet ww wed ww wide ww awe
12 Www sew while why swims west Willie

X Drill

13 xx tax xx wax xx six xx exit xx lax
14 Xxx examined expect exercises Xenia

Y Drill

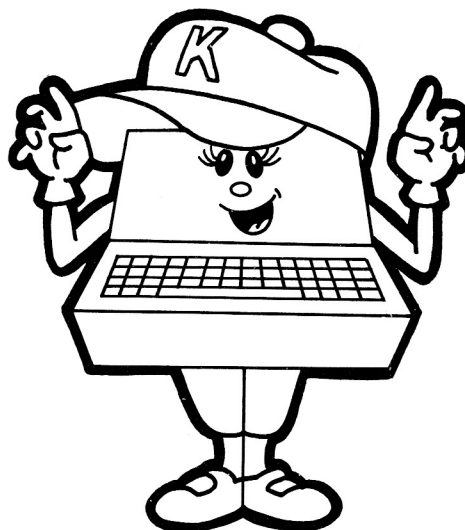
15 yy eye yy yes yy yet yy very yy way
16 Yyy yearly yearns every yellow Yogi

Z Drill

17 zz zoo zz zig zz zag zz zone zz zip
18 Zzz realizes zoom jazz amazed Zelda

1	2	3	4	5	6	7
---	---	---	---	---	---	---

“Keyboarding helps us work faster at the computer.”



LESSON 32

SPECIAL KEYS DRILL I

Directions: Key the first line once with your teacher and twice by yourself. Return twice and repeat the same steps for each line which follows.

, Drill

1 k,k then, over, came, where, state,
2 house, cabin, tent, hotel, trailer,
3 mosquito, bee, wasp, yellow jacket,
4 cow, chicken, lamb, rooster, horse,

. Drill

5 1.1 cm. Dr. lb. st. co. rd. ft. Mr.
6 two. three. four. five. six. seven.
7 K. E. Sine, T. J. Kats, R. D. Reed.
8 I am. You are. He is. She would.

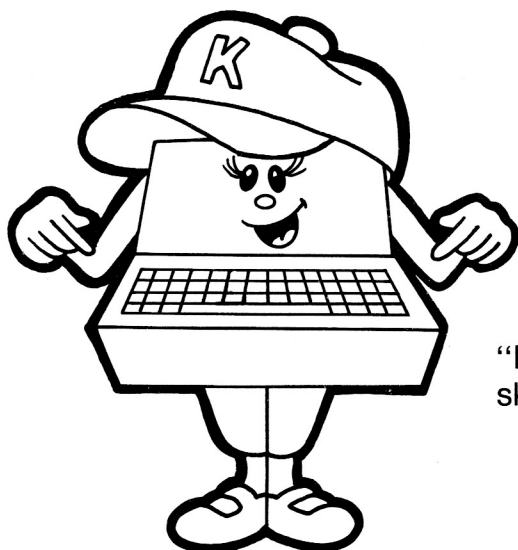
; Drill

9 ;;; however; therefore; due to the;
10 in fact; as a matter of fact; note;
11 at home; in school; at work; today;
12 in or out; low or high; stop or go;

/ Drill

13 ;/; a/b c/d e/f g/h i/j k/l m/n o/p
14 three/four five/six twelve/thirteen
15 at home/ in school/ at work/ today/
16 He is a teacher/coach at my school.

1	2	3	4	5	6	7
---	---	---	---	---	---	---



“Employers look for keyboarding skills.”

LESSON 33

SPECIAL KEYS DRILL II

Directions: Key the first line once with your teacher and twice by yourself. Return twice and repeat the same steps for each line which follows.

? Drill

- 1 ;?; who? what? when? where? how to?
- 2 Stacie? Matt? Kellie? Hallie? Jeff?
- 3 Did she do it? Why me? Would she?
- 4 Do you? May I? Can you? Could I?

: Drill

- 5 ;:: Dear Joe: Dear Fae: Dear Sue:
- 6 Try this: the following: listing:
- 7 Jim: Jerry: Janet: Emily: Ruth:
- 8 listed below: these steps: today:

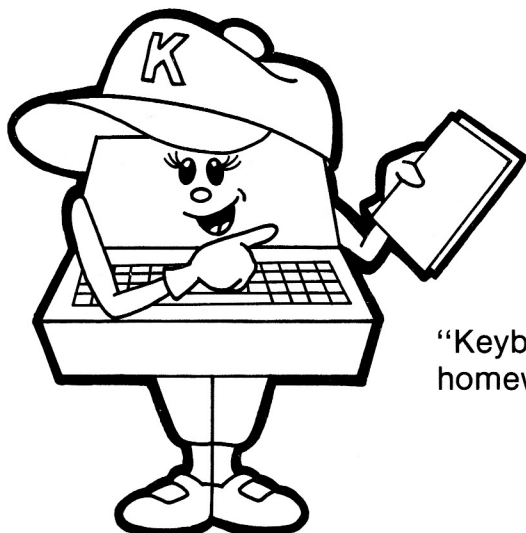
Left Shift Drill

- 9 Katie, Leroy, Ingrid, Pat, Nicholas
- 10 Jenny Kresge, Michael Yards, J. Lee
- 11 Michigan, Ohio, Indiana, New Jersey
- 12 Holly Keller, Jill Judy, Nina Lewis

Right Shift Drill

- 13 David, Vicki, Carol, Robert, Stacie
- 14 Debbie Evans, Tara Fares, Ann Drake
- 15 Arkansas, Georgia, Florida, Vermont
- 16 Eric Griffin, Vic White, Sara Quill

1	2	3	4	5	6	7
---	---	---	---	---	---	---



“Keyboarding helps you do your homework neatly.”

LESSON 34

SKILL BUILDING

Directions: Key the first line once with your teacher and twice by yourself. Return twice and repeat the same steps for each line which follows.

Warm Up

1 a;sldkffjghfjdksla;sldkffjghghfkds1
 2 a;sldkffjgh a;sldkffjgh a;sldkffjgh a;
 3 aA bB cC dD eE fF gG hH iI jJ kK lL
 4 mM nN oO pP qQ rR sS tT uU vV wW xX
 5 yY zZ abcd efgh ijkl mnopqrst uvwx

Frequently Used Words

6 to in the and nor not never must if
 7 she they them he it us too be we go
 8 may with is for am than some on can
 9 that may as their off new much into
 10 our who what most then new get were

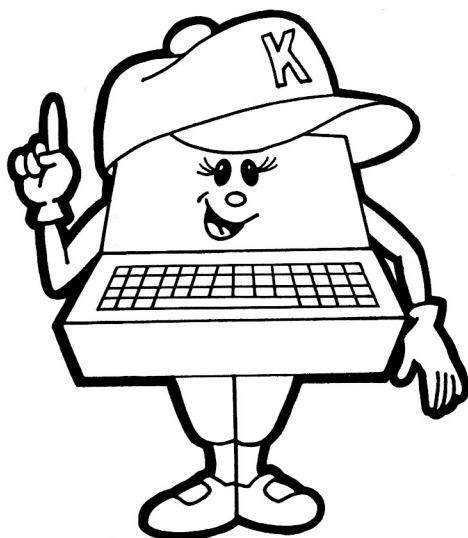
Even Rhythm (These words are grouped in phrases.)

11 to the if you to date and see
 12 with our do you in the it was
 13 and be in our at the they are
 14 as you can be on the this was
 15 to our by the with it for the

Sentences

16 Can you key this data for me today?
 17 This is your chance to be a winner.
 18 You key with your eyes on the book.
 19 Later it may help you to get a job.
 20 Keep working hard; you will do o.k.

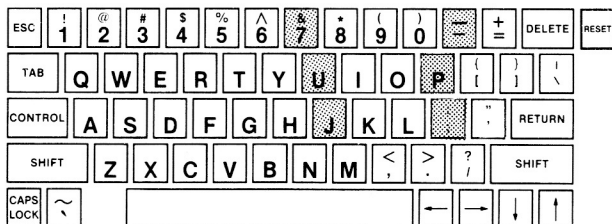
1	2	3	4	5	6	7
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“Keyboarding is a skill that you will use throughout your life.”

LESSON 35

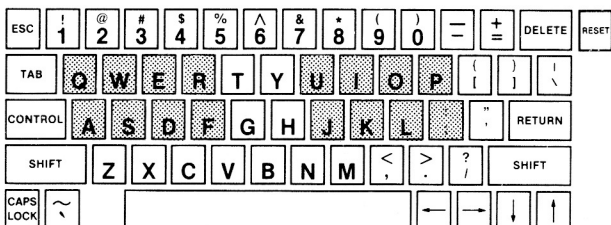
THE NUMBER 7 AND THE — SYMBOL



USE THIRD-ROW-HOME POSITION

7 Use the U (J) finger.

— Use the P (;) finger.



Technique:

Use the third-row-home position.

- Move left-hand fingers to **Q-W-E-R**.
- Move right-hand fingers to **U-I-O-P**.
- Key numbers and symbols from this third-row-home position.
- Go back to home-row position for keying letters.

Directions:

- Key the first line once with your teacher.
- Repeat at least twice by yourself.
- Return twice.
- Repeat the same steps for each line which follows.

35A THE NUMBER 7

1 uu 77 uu 77 uu 77 uu 77 uu 77 uu 77
uu 77 uu 77 uu 77 uu 77 uu 77 uu 77
uu 77 uu 77 uu 77 uu 77 uu 77 uu 77

2 uu 77 uu u7u uu 77 uu u7u uu 77 u7u
uu 77 uu u7u uu 77 uu u7u uu 77 u7u
uu 77 uu u7u uu 77 uu u7u uu 77 u7u

3 u7u u7u 7uu 7uu u77 u77 u7u u7u u7u
u7u u7u 7uu 7uu u77 u77 u7u u7u u7u
u7u u7u 7uu 7uu u77 u77 u7u u7u u7u

4 uuu 777 uuu u7u u7u 777 uuu 7uu 7uu
uuu 777 uuu u7u u7u 777 uuu 7uu 7uu
uuu 777 uuu u7u u7u 777 uuu 7uu 7uu

35B SENTENCES

- On May 7, we had 7 programs to key.
- Do you know the answer to 7 plus 7?
- My lucky number is 7; yours is 777.
- There were 7 new students in class.
- Which 7 will be selected on June 7?

35C THE SYMBOL KEY —

10 pp -- pp -- pp -- pp -- pp -- pp --
pp -- pp -- pp -- pp -- pp -- pp --
pp -- pp -- pp -- pp -- pp -- pp --

11 pp -- pp p-p pp -- pp p-p pp -- p-p
pp -- pp p-p pp -- pp p-p pp -- p-p
pp -- pp p-p pp -- pp p-p pp -- p-p

12 p-p p-p -pp -pp p-- p-- p-p p-p p-p
p-p p-p -pp -pp p-- p-- p-p p-p p-p
p-p p-p -pp -pp p-- p-- p-p p-p p-p

13 ppp --- ppp p-p p-p ppp --- -pp -pp
ppp --- ppp p-p p-p ppp --- -pp -pp
ppp --- ppp p-p p-p ppp --- -pp -pp

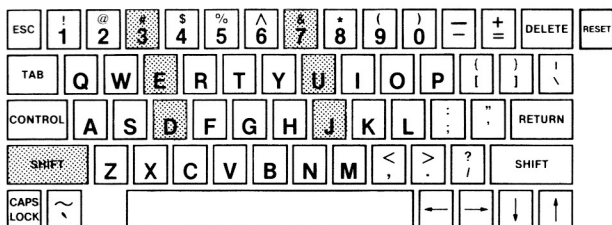
35D SENTENCES

- A well-known author will now speak.
- The four-story tower is incomplete.
- Twenty-two students were competing.
- He has a self-propelled lawn mower.
- Build a small-scale model computer.

1	2	3	4	5	6	7
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LESSON 36

THE NUMBER 3 AND THE & SYMBOL

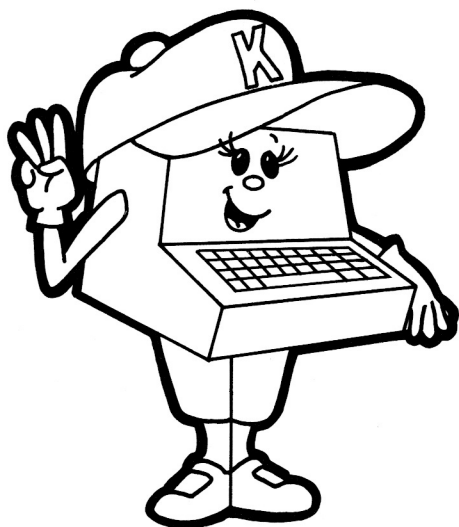


USE THIRD-ROW-HOME POSITION

**3 Use the E (D) finger.
& Use the U (J) finger
with the left shift.**

Directions:

- Key the first line once with your teacher.
- Repeat at least twice by yourself.
- Return twice.
- Repeat the same steps for each line which follows.



“Use home-row position for keying words. Switch to third-row-home position for keying numbers and symbols.”

36A THE NUMBER 3

1 ee 33 ee 33 ee 33 ee 33 ee 33 ee 33 ee 33
ee 33 ee 33 ee 33 ee 33 ee 33 ee 33 ee 33
ee 33 ee 33 ee 33 ee 33 ee 33 ee 33 ee 33

2 ee 33 ee e3e ee 33 ee e3e ee 33 e3e
ee 33 ee e3e ee 33 ee e3e ee 33 e3e
ee 33 ee e3e ee 33 ee e3e ee 33 e3e

3 e3e e3e 3ee 3ee e33 e33 e3e e3e e3e
e3e e3e 3ee 3ee e33 e33 e3e e3e e3e
e3e e3e 3ee 3ee e33 e33 e3e e3e e3e

4 eee 333 eee e3e e3e 333 eee 3ee 3ee
eee 333 eee e3e e3e 333 eee 3ee 3ee
eee 333 eee e3e e3e 333 eee 3ee 3ee

36B SENTENCES

5 There were 33 students in my class.
6 Of the 3, Chris was 3 times faster.
7 There are 3 boys and no girls here.
8 The 3 of you rode to the 3rd floor.
9 Which of us 3 will be finished 3rd?

36C THE SYMBOL KEY &

10 uu && uu && uu && uu && uu && uu &&
uu && uu && uu && uu && uu && uu &&
uu && uu && uu && uu && uu && uu &&

11 uu && uu u&u uu && uu u&u uu && u&u
uu && uu u&u uu && uu u&u uu && u&u
uu && uu u&u uu && uu u&u uu && u&u

12 u&u u&u &uu &uu u&& u&& u&u u&u u&u
u&u u&u &uu &uu u&& u&& u&u u&u u&u
u&u u&u &uu &uu u&& u&& u&u u&u u&u

13 uuu &&& uuu u&u u&u &&& uuu &uu &uu
uuu &&& uuu u&u u&u &&& uuu &uu &uu
uuu &&& uuu u&u u&u &&& uuu &uu &uu

36D SENTENCES

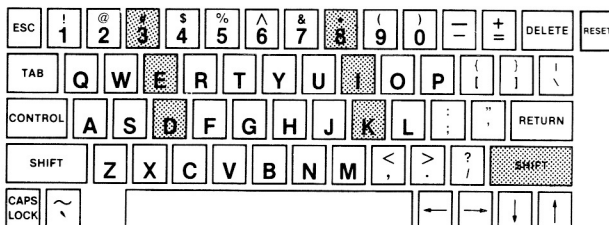
14 Smith & Bradley do accounting work.
15 Jackson & Son do work for the home.
16 Computers & You is a local company.
17 They bought shares of MHS&K stocks.
18 The company name is You & Learning.

1	2	3	4	5	6	7
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LESSON 37

THE NUMBER 8 AND

THE # SYMBOL



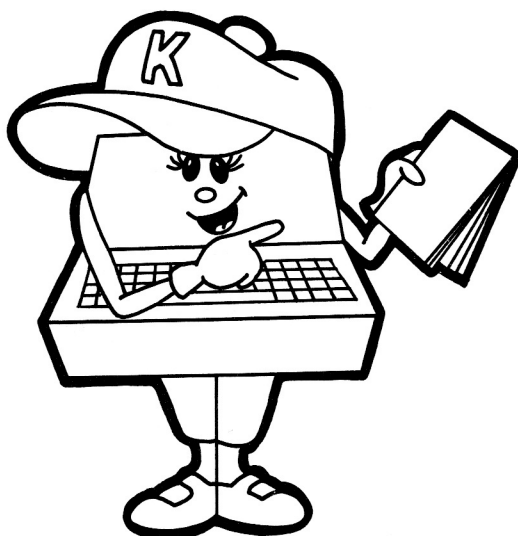
USE THIRD-ROW-HOME POSITION

8 Use the I (K) finger.

Use the E (D) finger with the right shift.

Directions:

- Key the first line once with your teacher.
- Repeat at least twice by yourself.
- Return twice.
- Repeat the same steps for each line which follows.



"Don't look away from this book when keying numbers and symbols."

37A THE NUMBER 8

- 1 ii 88 ii 88 ii 88 ii 88 ii 88 ii 88
ii 88 ii 88 ii 88 ii 88 ii 88 ii 88
ii 88 ii 88 ii 88 ii 88 ii 88 ii 88
- 2 ii 88 ii i8i ii 88 ii i8i ii 88 i8i
ii 88 ii i8i ii 88 ii i8i ii 88 i8i
ii 88 ii i8i ii 88 ii i8i ii 88 i8i
- 3 i8i i8i 8ii 8ii i88 i88 i8i i8i i8i
i8i i8i 8ii 8ii i88 i88 i8i i8i i8i
i8i i8i 8ii 8ii i88 i88 i8i i8i i8i
- 4 iii 888 iii i8i i8i 888 iii 8ii 8ii
iii 888 iii i8i i8i 888 iii 8ii 8ii
iii 888 iii i8i i8i 888 iii 8ii 8ii

37B SENTENCES

- 5 We will have 8 guests at 8 tonight.
- 6 Are there 88 students in your room?
- 7 The computer can solve 88 problems.
- 8 Your u/j finger operates the 8 key.
- 9 We finished 8th at a time of 8.888.

37C THE SYMBOL KEY

- 10 ee ## ee ## ee ## ee ## ee ## ee ##
ee ## ee ## ee ## ee ## ee ## ee ##
ee ## ee ## ee ## ee ## ee ## ee ##
- 11 ee ## ee e#e ee ## ee e#e ee ## e#e
ee ## ee e#e ee ## ee e#e ee ## e#e
ee ## ee e#e ee ## ee e#e ee ## e#e
- 12 e#e e#e #ee #ee e#3 e#3 e#e e#e e#e
e#e e#e #ee #ee e#3 e#3 e#e e#e e#e
e#e e#e #ee #ee e#3 e#3 e#e e#e e#e
- 13 eee ### eee e#e e#e ### eee #ee #ee
eee ### eee e#e e#e ### eee #ee #ee
eee ### eee e#e e#e ### eee #ee #ee

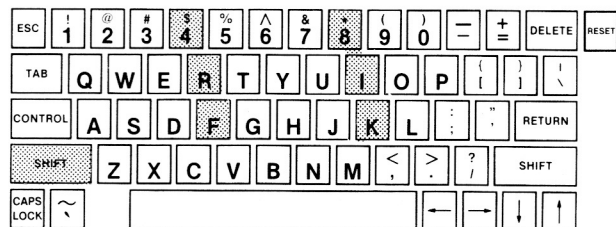
37D SENTENCES

- 14 Jay, please write with a #3 pencil.
- 15 Our skating team is #3 in the area.
- 16 Order 73 #3 pencils for your class.
- 17 Ship orders #333, #373, #733 today.
- 18 Order #373 is 33 days late already.

1	2	3	4	5	6	7
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LESSON 38

THE NUMBER 4 AND THE * SYMBOL

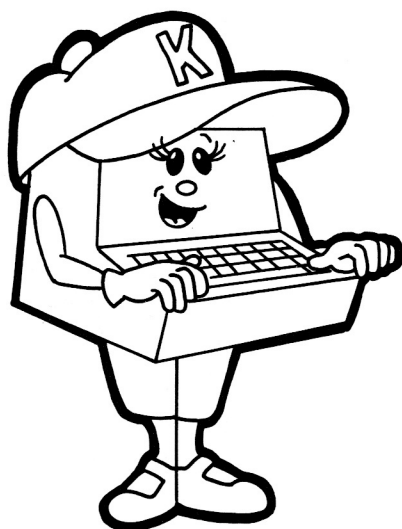


USE THIRD-ROW-HOME POSITION

4 Use the R (F) finger.

* Use the I (K) finger
with the left shift.

Directions through Lesson 47 will be exactly the same as those on page 43.



“Say to yourself the number or symbol as you key it.”

38A THE NUMBER 4

- 1 rr 44 rr 44 rr 44 rr 44 rr 44 rr 44
rr 44 rr 44 rr 44 rr 44 rr 44 rr 44
rr 44 rr 44 rr 44 rr 44 rr 44 rr 44
- 2 rr 44 rr r4r rr 44 rr r4r rr 44 r4r
rr 44 rr r4r rr 44 rr r4r rr 44 r4r
rr 44 rr r4r rr 44 rr r4r rr 44 r4r
- 3 r4r r4r 4rr 4rr r44 r44 r4r r4r r4r
r4r r4r 4rr 4rr r44 r44 r4r r4r r4r
r4r r4r 4rr 4rr r44 r44 r4r r4r r4r
- 4 rrr 444 rrr r4r r4r 444 rrr 4rr 4rr
rrr 444 rrr r4r r4r 444 rrr 4rr 4rr
rrr 444 rrr r4r r4r 444 rrr 4rr 4rr

38B SENTENCES

- 5 Your brother will be 4 in 4 months.
- 6 Andrew took 4 tests on September 4.
- 7 Send 44 notebooks; 4 of each color.
- 8 There are 4 children in our family.
- 9 Send for 4 of Item #44 in the book.

38C THE SYMBOL KEY *

- 10 ii ** ii ** ii ** ii ** ii ** ii **
ii ** ii ** ii ** ii ** ii ** ii ** ii **
ii ** ii ** ii ** ii ** ii ** ii ** ii **
- 11 ii ** ii i*i ii ** ii i*i ii ** i*i
ii ** ii i*i ii ** ii i*i ii ** i*i
ii ** ii i*i ii ** ii i*i ii ** i*i
- 12 i*i i*i *ii *ii i** i** i*i i*i i*i
i*i i*i *ii *ii i** i** i*i i*i i*i
i*i i*i *ii *ii i** i** i*i i*i i*i
- 13 iii *** iii i*i i*i *** iii *ii *ii
iii *** iii i*i i*i *** iii *ii *ii
iii *** iii i*i i*i *** iii *ii *ii

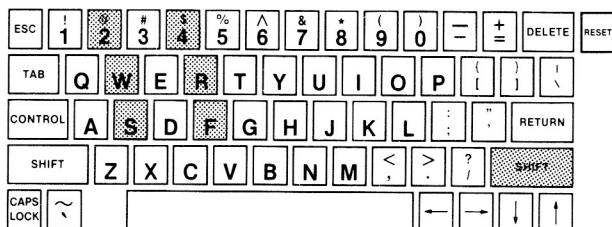
38D SENTENCES

- 14 Use an * when you key the footnote.
- 15 Ann*, Sue*, and Nancy* ran quickly.
- 16 Book 4374* is out of stock for now.
- 17 * is a symbol for adding footnotes.
- 18 My keyboard uses * for multiplying.

1	2	3	4	5	6	7
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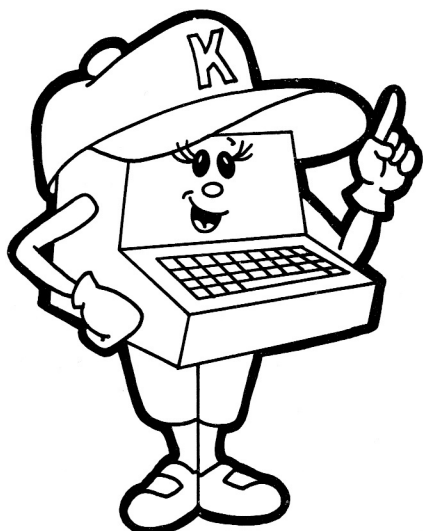
LESSON 39

THE NUMBER 2 AND THE \$ SYMBOL



USE THIRD-ROW-HOME POSITION

- 2 Use the W (S) finger.
- \$ Use the R (F) finger with the right shift.



“Get back quickly to home-row position from third-row-home position after typing numbers and symbols.”

39A THE NUMBER 2

- 1 ww 22 ww 22 ww 22 ww 22 ww 22 ww 22
ww 22 ww 22 ww 22 ww 22 ww 22 ww 22
ww 22 ww 22 ww 22 ww 22 ww 22 ww 22
- 2 ww 22 ww w2w 22 ww 22 w2w 22 ww w2w
ww 22 ww w2w 22 ww 22 w2w 22 ww w2w
ww 22 ww w2w 22 ww 22 w2w 22 ww w2w
- 3 w2w w2w 2ww 2ww w22 w22 w2w w2w w2w
w2w w2w 2ww 2ww w22 w22 w2w w2w w2w
w2w w2w 2ww 2ww w22 w22 w2w w2w w2w
- 4 www 222 www w2w w2w 222 www 2ww 2ww
www 222 www w2w w2w 222 www 2ww 2ww
www 222 www w2w w2w 222 www 2ww 2ww

39B SENTENCES

- 5 The 2 children played in the water.
- 6 Room 222 won 2nd prize on the test.
- 7 Sharon took the test 2 times today.
- 8 Buy 2 plums, 2 pears, and 2 lemons.
- 9 There will be 22 girls and 22 boys.

39C THE SYMBOL KEY \$

- 10 rr \$\$ rr \$\$ rr \$\$ rr \$\$ rr \$\$ rr \$\$
rr \$\$ rr \$\$ rr \$\$ rr \$\$ rr \$\$ rr \$\$
rr \$\$ rr \$\$ rr \$\$ rr \$\$ rr \$\$ rr \$\$
- 11 rr \$\$ rr r\$r rr \$\$ rr r\$r rr \$\$ r\$r
rr \$\$ rr r\$r rr \$\$ rr r\$r rr \$\$ r\$r
rr \$\$ rr r\$r rr \$\$ rr r\$r rr \$\$ r\$r
- 12 r\$r r\$r \$rr \$rr r\$\$ r\$\$ r\$r r\$r r\$r
r\$r r\$r \$rr \$rr r\$\$ r\$\$ r\$r r\$r r\$r
r\$r r\$r \$rr \$rr r\$\$ r\$\$ r\$r r\$r r\$r
- 13 rrr \$\$\$ rrr r\$r r\$r \$\$\$ rrr \$rr \$rr
rrr \$\$\$ rrr r\$r r\$r \$\$\$ rrr \$rr \$rr
rrr \$\$\$ rrr r\$r r\$r \$\$\$ rrr \$rr \$rr

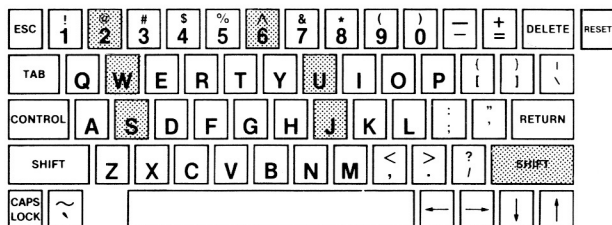
39D SENTENCES

- 14 Sara spent \$483 before you knew it.
- 15 The new computer cost only \$87,324.
- 16 Brad saved \$23 from his summer job.
- 17 The costs are \$28.23 plus shipping.
- 18 Our class won 7th place in 3 tries.

1	2	3	4	5	6	7
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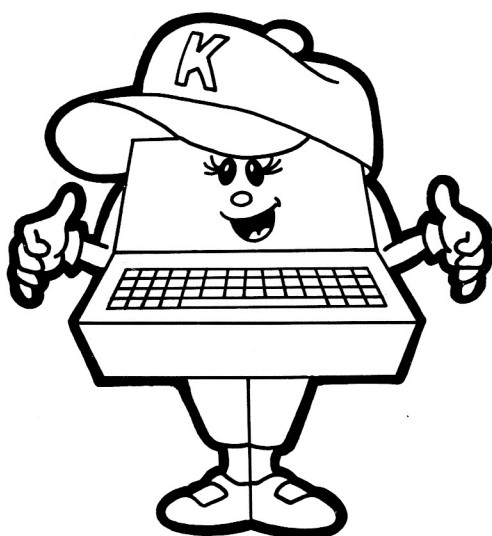
LESSON 40

THE NUMBER 6 AND THE @ SYMBOL



USE THIRD-ROW-HOME POSITION

- 6** Use the U (J) finger.
@ Use the W (S) finger
 with the right shift.



"Keep your body centered at the keyboard."

40A THE NUMBER 6

- 1 uu 66 uu 66 uu 66 uu 66 uu 66 uu 66
 uu 66 uu 66 uu 66 uu 66 uu 66 uu 66
 uu 66 uu 66 uu 66 uu 66 uu 66 uu 66
- 2 uu 66 uu u6u uu 66 uu u6u uu 66 u6u
 uu 66 uu u6u uu 66 uu u6u uu 66 u6u
 uu 66 uu u6u uu 66 uu u6u uu 66 u6u
- 3 u6u u6u 6uu 6uu u66 u66 u6u u6u u6u
 u6u u6u 6uu 6uu u66 u66 u6u u6u u6u
 u6u u6u 6uu 6uu u66 u66 u6u u6u u6u
- 4 uuu 666 uuu u6u u6u 666 uuu 6uu 6uu
 uuu 666 uuu u6u u6u 666 uuu 6uu 6uu
 uuu 666 uuu u6u u6u 666 uuu 6uu 6uu

40B SENTENCES

- 5 He has told me what to do 66 times.
- 6 Is 666 plus 6 equal to 66 plus 666?
- 7 She finished in 6th place in 6 sec.
- 8 Sara Sue was 6 on the 6th of April.
- 9 Is 6 times 6 equal to 666 minus 66?

40C THE SYMBOL KEY @

- 10 ww @@ ww @@ ww @@ ww @@ ww @@ ww @@
 ww @@ ww @@ ww @@ ww @@ ww @@ ww @@
 ww @@ ww @@ ww @@ ww @@ ww @@ ww @@
- 11 ww @@ ww w@w ww @@ ww w@w ww @@ w@w
 ww @@ ww w@w ww @@ ww w@w ww @@ w@w
 ww @@ ww w@w ww @@ ww w@w ww @@ w@w
- 12 w@w w@w @ww @ww w@@ w@@ w@w w@w w@w
 w@w w@w @ww @ww w@@ w@@ w@w w@w w@w
 w@w w@w @ww @ww w@@ w@@ w@w w@w w@w
- 13 www @@@ www w@w w@w @@@ www @ww @ww
 www @@@ www w@w w@w @@@ www @ww @ww
 www @@@ www w@w w@w @@@ www @ww @ww

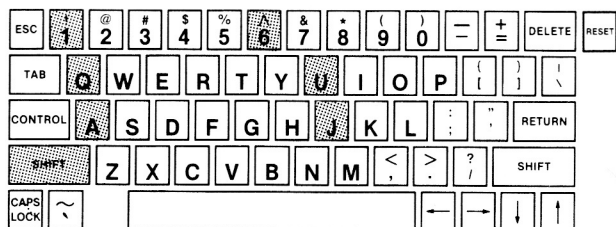
40D SENTENCES

- 14 Four oranges sold @ 4 for 86 cents.
- 15 The bill, 6 @ \$2.24, was expensive.
- 16 Jan did meet Jerry @ eight or nine.
- 17 The game will be played @ the park.
- 18 The price for carrots was 6 @ \$.67.

1	2	3	4	5	6	7
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LESSON 41

THE NUMBER 1 AND THE ¢ SYMBOL

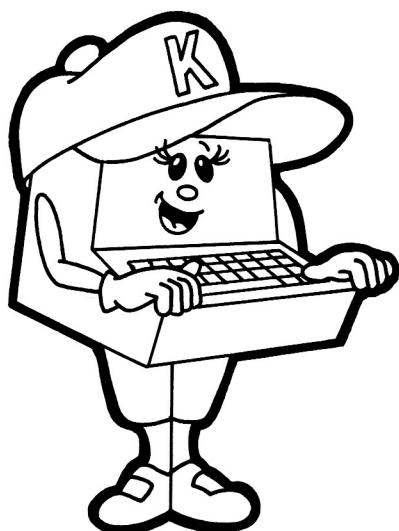


USE THIRD-ROW-HOME POSITION

1 Use the Q (A) finger.

¢ Use the U (J) finger
with the left shift.

Note: On a computer keyboard, a Λ symbol is shown. On most typewriter keyboards, the ¢ symbol appears over the 6 key. Drill here is shown for the ¢ symbol, since the Λ is only used in computer programming.



“Don’t forget to keep your fingers curved and your elbows near your body.”

41A THE NUMBER 1

1 qq 11 qq 11 qq 11 qq 11 qq 11 qq 11
qq 11 qq 11 qq 11 qq 11 qq 11 qq 11
qq 11 qq 11 qq 11 qq 11 qq 11 qq 11

2 qq 11 qq qlq qq 11 qq qlq qq 11 qlq
qq 11 qq qlq qq 11 qq qlq qq 11 qlq
qq 11 qq qlq qq 11 qq qlq qq 11 qlq

3 qlq qlq lqq lqq ql1 ql1 qlq qlq qlq
qlq qlq lqq lqq ql1 ql1 qlq qlq qlq
qlq qlq lqq lqq ql1 ql1 qlq qlq qlq

4 qqq 111 qqq qlq qlq 111 qqq lqq lqq
qqq 111 qqq qlq qlq 111 qqq lqq lqq
qqq 111 qqq qlq qlq 111 qqq lqq lqq

41B SENTENCES

- 5 That batter had a count of 1 and 1.
- 6 Dr. J. was shooting a 1 and 1 shot.
- 7 I learned that 1 plus 1 equals two.
- 8 Begin at number 1 and finish these.
- 9 Use the little finger to key No. 1.

41C THE SYMBOL KEY ¢

10 uu ¢¢ uu ¢¢ uu ¢¢ uu ¢¢ uu ¢¢ uu ¢¢
uu ¢¢ uu ¢¢ uu ¢¢ uu ¢¢ uu ¢¢ uu ¢¢
uu ¢¢ uu ¢¢ uu ¢¢ uu ¢¢ uu ¢¢ uu ¢¢

11 uu ¢¢ uu u¢u uu ¢¢ uu u¢u uu ¢¢ u¢u
uu ¢¢ uu u¢u uu ¢¢ uu u¢u uu ¢¢ u¢u
uu ¢¢ uu u¢u uu ¢¢ uu u¢u uu ¢¢ u¢u

12 u¢u u¢u ¢uu ¢uu u¢¢ u¢¢ u¢u u¢u u¢u
u¢u u¢u ¢uu ¢uu u¢¢ u¢¢ u¢u u¢u u¢u
u¢u u¢u ¢uu ¢uu u¢¢ u¢¢ u¢u u¢u u¢u

13 uuu ¢¢¢ uuu u¢u u¢u ¢¢¢ uuu ¢uu ¢uu
uuu ¢¢¢ uuu u¢u u¢u ¢¢¢ uuu ¢uu ¢uu
uuu ¢¢¢ uuu u¢u u¢u ¢¢¢ uuu ¢uu ¢uu

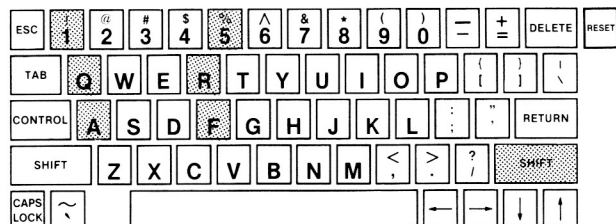
41D SENTENCES

- 14 Tracey has 11¢ left after expenses.
- 15 Every item on the tables costs 21¢.
- 16 Mark has 82¢ and 18¢ or one dollar.
- 17 What is left if I spend 24¢ of 86¢?
- 18 Melissa has 36¢; Dave has only 83¢.

1	2	3	4	5	6	7
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LESSON 42

THE NUMBER 5 AND THE ! SYMBOL

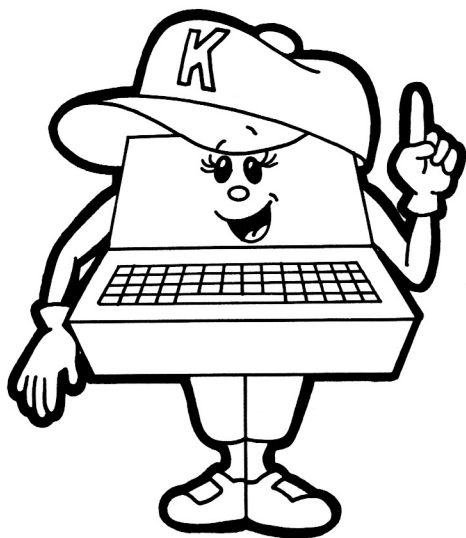


USE THIRD-ROW-HOME POSITION

5 Use the R (F) finger.

! Use the Q (A) finger
with the right shift.

Tap the space bar twice after
an exclamation mark.



“Your hands are not resting on the
keyboard case, are they?”

42A THE NUMBER 5

1 rr 55 rr 55 rr 55 rr 55 rr 55 rr 55 rr 55
rr 55 rr 55 rr 55 rr 55 rr 55 rr 55 rr 55
rr 55 rr 55 rr 55 rr 55 rr 55 rr 55 rr 55

2 rr 55 rr r5r rr 55 rr r5r rr 55 r5r
rr 55 rr r5r rr 55 rr r5r rr 55 r5r
rr 55 rr r5r rr 55 rr r5r rr 55 r5r

3 r5r r5r 5rr 5rr r55 r55 r5r r5r r5r
r5r r5r 5rr 5rr r55 r55 r5r r5r r5r
r5r r5r 5rr 5rr r55 r55 r5r r5r r5r

4 rrr 555 rrr r5r r5r 555 rrr 5rr 5rr
rrr 555 rrr r5r r5r 555 rrr 5rr 5rr
rrr 555 rrr r5r r5r 555 rrr 5rr 5rr

42B SENTENCES

5 The game ends in a tie of 55 to 55.
6 The tenth inning score was 11 to 5.
7 He was 5 feet 5 inches and 155 lbs.
8 Buy 5 sodas, 1 burger, and 5 fries.
9 The final sale price was \$5,154.55.

42C THE SYMBOL KEY !

10 qq !! qq !! qq !! qq !! qq !! qq !!
qq !! qq !! qq !! qq !! qq !! qq !!
qq !! qq !! qq !! qq !! qq !! qq !!

11 qq !! qq q!q qq !! qq q!q qq !! q!q
qq !! qq q!q qq !! qq q!q qq !! q!q
qq !! qq q!q qq !! qq q!q qq !! q!q

12 q!q q!q !qq !qq q!! q!! q!q q!q q!q
q!q q!q !qq !qq q!! q!! q!q q!q q!q
q!q q!q !qq !qq q!! q!! q!q q!q q!q

13 qq q !! qq q!q q!q !! qq !qq !qq
qq q !! qq q!q q!q !! qq !qq !qq
qq q !! qq q!q q!q !! qq !qq !qq

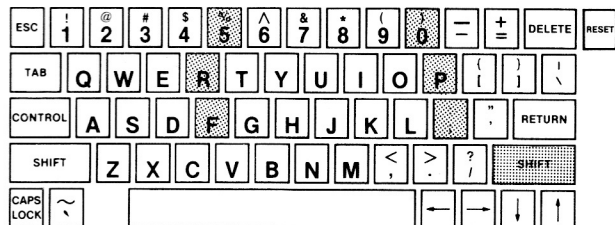
42D SENTENCES

14 Paul is really good at keyboarding!
15 Wow! That was really a close game!
16 The final score was tied at 8 to 8!
17 Hurrah! Our class is the champion!
18 Look at this; I am now keyboarding!

1	2	3	4	5	6	7
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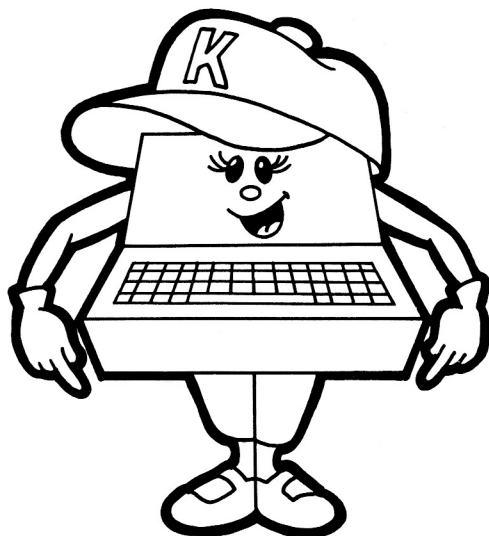
LESSON 43

THE NUMBER 0 AND THE % SYMBOL



USE THIRD-ROW-HOME POSITION

- 0 Use the P (;) finger.
% Use the R (F) finger
with the right shift.



"Check these:

- Eyes on book
- Feet flat on floor
- Fingers curved to strike keys

You're looking great!"

43A THE NUMBER 0

- 1 pp 00 pp 00 pp 00 pp 00 pp 00 pp 00
pp 00 pp 00 pp 00 pp 00 pp 00 pp 00
pp 00 pp 00 pp 00 pp 00 pp 00 pp 00
- 2 pp 00 pp p0p pp 00 pp p0p pp 00 p0p
pp 00 pp p0p pp 00 pp p0p pp 00 p0p
pp 00 pp p0p pp 00 pp p0p pp 00 p0p
- 3 p0p p0p 0pp 0pp p00 p00 p0p p0p p0p
p0p p0p 0pp 0pp p00 p00 p0p p0p p0p
p0p p0p 0pp 0pp p00 p00 p0p p0p p0p
- 4 ppp 000 ppp p0p p0p 000 ppp 0pp 0pp
ppp 000 ppp p0p p0p 000 ppp 0pp 0pp
ppp 000 ppp p0p p0p 000 ppp 0pp 0pp

43B SENTENCES

- 5 The winning record was 40 - 10 - 0.
6 Always use the 0 key and not the O.
7 Give 100 percent when you practice.
8 My score on the test is 80 percent.
9 Did the games end in 10 to 10 ties?

43C THE SYMBOL KEY %

- 10 rr %% rr %% rr %% rr %% rr %% rr %%
rr %% rr %% rr %% rr %% rr %% rr %%
rr %% rr %% rr %% rr %% rr %% rr %%
- 11 rr %% rr r%r rr %% rr r%r rr %% r%r
rr %% rr r%r rr %% rr r%r rr %% r%r
rr %% rr r%r rr %% rr r%r rr %% r%r
- 12 r%r r%r %rr %rr r%% r%% r%r r%r r%r
r%r r%r %rr %rr r%% r%% r%r r%r r%r
r%r r%r %rr %rr r%% r%% r%r r%r r%r
- 13 rrr %%% rrr r%r r%r %%% rrr %rr %rr
rrr %%% rrr r%r r%r %%% rrr %rr %rr
rrr %%% rrr r%r r%r %%% rrr %rr %rr

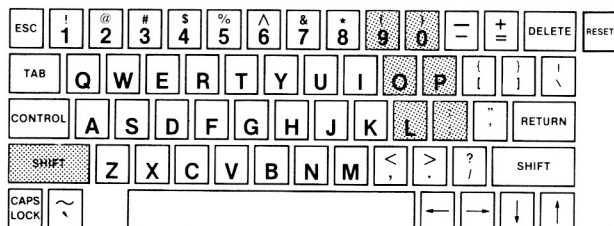
43D SENTENCES

- 14 This is the symbol for percent: %.
15 Average the scores: 80%, 82%, 78%.
16 Always give 110% when you practice.
17 Add these figures: 22%, 38%, 102%.
18 The cost of the coat: 50% reduced.

1	2	3	4	5	6	7
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LESSON 44

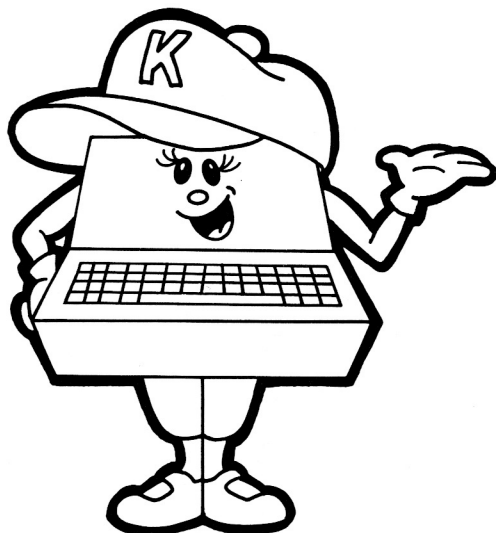
THE NUMBER 9 AND THE) SYMBOL



USE THIRD-ROW-HOME POSITION

9 Use the O (L) finger.

) Use the P (;) finger
with the left shift.



“Relax! Your fingers will strike the right keys.”

44A THE NUMBER 9

1 oo 99 oo 99 oo 99 oo 99 oo 99 oo 99
oo 99 oo 99 oo 99 oo 99 oo 99 oo 99
oo 99 oo 99 oo 99 oo 99 oo 99 oo 99

2 oo 99 oo o9o oo 99 oo o9o oo 99 o9o
oo 99 oo o9o oo 99 oo o9o oo 99 o9o
oo 99 oo o9o oo 99 oo o9o oo 99 o9o

3 o9o o9o 9oo 9oo o99 o99 o9o o9o o9o
o9o o9o 9oo 9oo o99 o99 o9o o9o o9o
o9o o9o 9oo 9oo o99 o99 o9o o9o o9o

4 ooo 999 ooo o9o o9o 999 ooo 9oo 9oo
ooo 999 ooo o9o o9o 999 ooo 9oo 9oo
ooo 999 ooo o9o o9o 999 ooo 9oo 9oo

44B SENTENCES

5 You key 9/9 to mean 9 divided by 9.
6 He turned 9 on the 9th day of June.
7 My little sister cannot count to 9.
8 Can Zack count to 999 in 9 minutes?
9 This is the 99th time I have tried.

44C THE SYMBOL KEY)

10 pp)) pp)) pp)) pp)) pp)) pp))
pp)) pp)) pp)) pp)) pp)) pp))
pp)) pp)) pp)) pp)) pp)) pp))

11 pp)) pp p)p pp)) pp p)p pp)) p)p
pp)) pp p)p pp)) pp p)p pp)) p)p
pp)) pp p)p pp)) pp p)p pp)) p)p

12 p)p p)p)pp)pp p)) p)) p)p p)p p)p
p)p p)p)pp)pp p)) p)) p)p p)p p)p
p)p p)p)pp)pp p)) p)) p)p p)p p)p

13 ppp))) ppp p)p p)p))) ppp)pp)pp
ppp))) ppp p)p p)p))) ppp)pp)pp
ppp))) ppp p)p p)p))) ppp)pp)pp

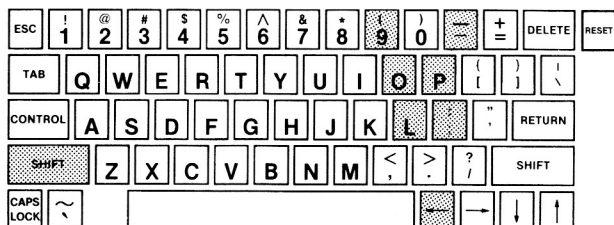
44D SENTENCES

14 a) Columbus is the capital of Ohio.
15 b) Computers mean jobs, jobs, jobs.
16 c) Keyboarding is fast if you work.
17 d) SUPER K is my keyboarding coach.
18 e) MR. HIGH T makes computing easy.

1	2	3	4	5	6	7
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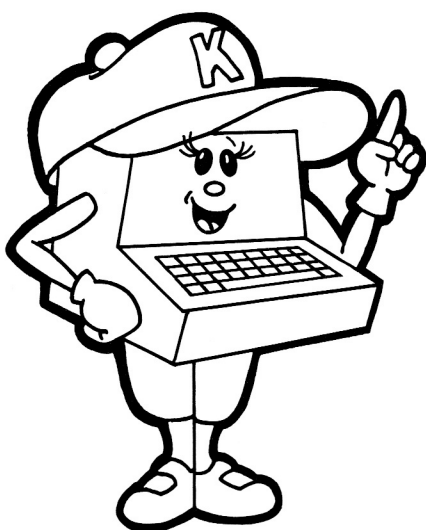
LESSON 45

THE (SYMBOL AND THE _ SYMBOL



USE THIRD-ROW-HOME POSITION

- (Use the O (L) finger with the left shift.
- Use the P (;) finger with the left shift after backspacing.



“Keep a steady keying rhythm.
Strike one key right after another.”

45A THE SYMBOL KEY (

- 1 oo ((oo ((oo ((oo ((oo ((oo ((oo ((
oo ((oo ((oo ((oo ((oo ((oo ((oo ((
oo ((oo ((oo ((oo ((oo ((oo ((oo ((
- 2 oo ((oo o(o oo ((oo o(o oo ((o(o
oo ((oo o(o oo ((oo o(o oo ((o(o
oo ((oo o(o oo ((oo o(o oo ((o(o
- 3 o(o o(o (oo (oo o((o((o(o o(o o(o
o(o o(o (oo (oo o((o((o(o o(o o(o
o(o o(o (oo (oo o((o((o(o o(o o(o
- 4 ooo (((ooo o(o o(o (((ooo (oo (oo
ooo (((ooo o(o o(o (((ooo (oo (oo
ooo (((ooo o(o o(o (((ooo (oo (oo

45B SENTENCES

- 5 Please send the usual size (large).
- 6 The toy (on page 3) is my favorite.
- 7 The order came quickly (August 25).
- 8 This test (my last) is the easiest.
- 9 Your favorite class (gym) is great.

45C THE SYMBOL KEY _

- 10 pp __ pp __ pp __ pp __ pp __ pp __
pp __ pp __ pp __ pp __ pp __ pp __
pp __ pp __ pp __ pp __ pp __ pp __
- 11 pp __ pp p_p pp __ pp p_p pp __ p_p
pp __ pp p_p pp __ pp p_p pp __ p_p
pp __ pp p_p pp __ pp p_p pp __ p_p
- 12 p_p p_p _pp _pp p__ p__ p_p p_p p_p
p_p p_p _pp _pp p__ p__ p_p p_p p_p
p_p p_p _pp _pp p__ p__ p_p p_p p_p
- 13 ppp __ ppp p_p p_p __ ppp _pp _pp
ppp __ ppp p_p p_p __ ppp _pp _pp
ppp __ ppp p_p p_p __ ppp _pp _pp

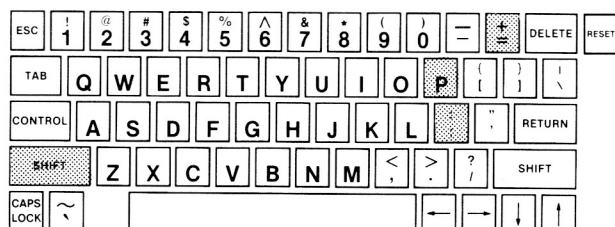
45D SENTENCES

- 14 My one goal is to get more control.
- 15 This is the best class that I have.
- 16 You could take this class now, too.
- 17 The book, Keyboarding, is much fun.
- 18 Key your name on top of this drill.

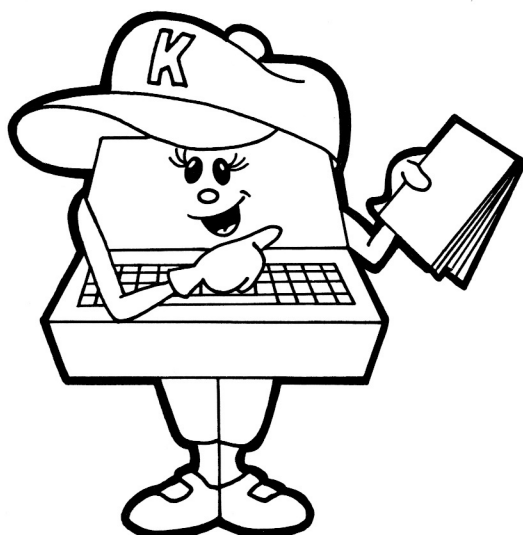
1	2	3	4	5	6	7
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LESSON 46

THE = SYMBOL AND THE + SYMBOL



USE THIRD-ROW-HOME POSITION
= Use the P (;) finger.
+ Use the P (;) finger
with the left shift.



"It's MOST important that your eyes stay on the book!"

46A THE SYMBOL KEY =

- 1 pp == pp == pp == pp == pp == pp == pp ==
pp == pp == pp == pp == pp == pp == pp ==
pp == pp == pp == pp == pp == pp == pp ==
- 2 pp == pp p=p pp == pp p=p pp == p=p
pp == pp p=p pp == pp p=p pp == p=p
pp == pp p=p pp == pp p=p pp == p=p
- 3 p=p p=p =pp =pp p== p== p=p p=p p=p
p=p p=p =pp =pp p== p== p=p p=p p=p
p=p p=p =pp =pp p== p== p=p p=p p=p
- 4 ppp === ppp p=p p=p === ppp =pp =pp
ppp === ppp p=p p=p === ppp =pp =pp
ppp === ppp p=p p=p === ppp =pp =pp

46B SENTENCES

- 5 That line reads 110 LET AV = B - C.
- 6 Answer this problem: 87 - 23 = ____.
- 7 Solve the following: 56 - 22 = ____.
- 8 Fill in the blank: 495 - ____ = 98.
- 9 What is your answer? ____ - ____ = 12?

46C THE SYMBOL KEY +

- 10 pp ++ pp ++ pp ++ pp ++ pp ++ pp ++ pp ++
pp ++ pp ++ pp ++ pp ++ pp ++ pp ++ pp ++
pp ++ pp ++ pp ++ pp ++ pp ++ pp ++ pp ++
- 11 pp ++ pp p+p pp ++ pp p+p pp ++ p+p
pp ++ pp p+p pp ++ pp p+p pp ++ p+p
pp ++ pp p+p pp ++ pp p+p pp ++ p+p
- 12 p+p p+p +pp +pp p++ p++ p+p p+p p+p
p+p p+p +pp +pp p++ p++ p+p p+p p+p
p+p p+p +pp +pp p++ p++ p+p p+p p+p
- 13 ppp +++ ppp p+p p+p +++ ppp +pp +pp
ppp +++ ppp p+p p+p +++ ppp +pp +pp
ppp +++ ppp p+p p+p +++ ppp +pp +pp

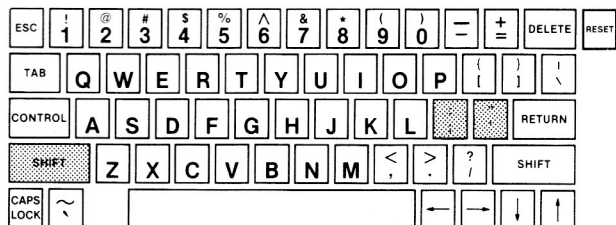
46D SENTENCES

- 14 Solve this problem: 322 + 56 = ____.
- 15 Fill in the blank: ____ + 21 = 317.
- 16 C = C + 1 is used to count by ones.
- 17 The symbol (+) is used in addition.
- 18 The plus symbol is listed here: +.

1	2	3	4	5	6	7
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LESSON 47

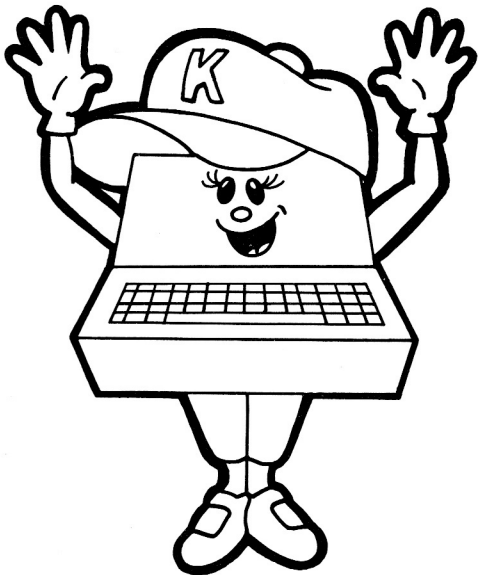
THE ' SYMBOL AND THE " SYMBOL



USE ORIGINAL HOME-ROW POSITION

' Use the ; finger.

**” Use the ; finger
with the left shift.**



“Great job! You have now learned all the keys.

Use your new skill . . .

- to write a letter.
- at the computer.
- for homework.
- for word processing.”

47A THE SYMBOL KEY '

1 ; ; ! ! ; ; ! ! ; ; ! ! ; ; ! ! ; ; ! ! ; ;
 ; ; ! ! ; ; ! ! ; ; ! ! ; ; ! ! ; ; ! ! ; ;
 ; ; ! ! ; ; ! ! ; ; ! ! ; ; ! ! ; ; ! ! ; ;
 ; ; ! ! ; ; ! ! ; ; ! ! ; ; ! ! ; ; ! ! ; ;

$$2 \quad \begin{array}{cccccccccccccccc} ; & ; & ' & ' & ; & ; & ; & ; & ' & ' & ; & ; & ; & ; & ' & ' & ; & ; & ' & ' & ; & ; \\ ; & ; & ' & ' & ; & ; & ; & ; & ' & ' & ; & ; & ; & ; & ' & ' & ; & ; & ' & ' & ; & ; \\ ; & ; & ' & ' & ; & ; & ; & ; & ' & ' & ; & ; & ; & ; & ' & ' & ; & ; & ' & ' & ; & ; \\ ; & ; & ' & ' & ; & ; & ; & ; & ' & ' & ; & ; & ; & ; & ' & ' & ; & ; & ' & ' & ; & ; \end{array}$$

3 ;' ; ;' ;' ; ;' ; ;' ;' ;' ;' ;' ;' ;'
;' ; ;' ;' ; ;' ; ;' ;' ;' ;' ;' ;' ;'
;' ; ;' ;' ; ;' ; ;' ;' ;' ;' ;' ;' ;'

4

47B SENTENCES

```
5 Her fingers don't move fast enough!
6 Aren't you glad you're keying well?
7 You'll have a fun time keyboarding.
8 Can't we finish these symbols soon?
9 You're finished now; good job kids!
```

47C THE SYMBOL KEY "

[illegible]

11 ; ; " " ; ; ; ; ; ; " " ; ; ; ; ; ; " " ; ;
 ; ; " " ; ; ; ; ; ; " " ; ; ; ; ; ; " " ; ;
 ; ; " " ; ; ; ; ; ; " " ; ; ; ; ; ; " " ; ;
 ; ; " " ; ; ; ; ; ; " " ; ; ; ; ; ; " " ; ;

12 ;'' ; ;'' ; '' ; ;'' ; '''' ; '''' ; '' ; '' ; '' ;
 '' ; '' ; '' ; '' ; '' ; '''' ; '''' ; '' ; '' ; '' ;
 '' ; '' ; '' ; '' ; '' ; '''' ; '''' ; '' ; '' ; '' ;

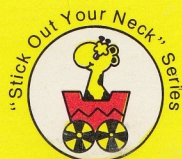
13

47D SENTENCES

```

14 "Do you need practice?" She asked.
15 The boys replied, "We all need it."
16 "Computers are great," said HIGH T.
17 SUPER K: "Keying makes it easier!"
18 We say, "Keep up with keyboarding!"

```

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